

## FSRH Examinations Committee Chair Role Description

### About Examinations Committee

The Examinations Committee is a committee of the Faculty of Sexual and Reproductive Healthcare (FSRH).

The Examinations Committee (EC) is an education & training committee responsible for ensuring the delivery of the annual MFSRH examinations that are aligned to the curriculum of the Community Sexual and Reproductive Health (CSRH) specialty training programme.

### About Examinations Committee Chair

The Examinations Committee Chair is responsible for leading the examinations committee and ensuring the delivery of the MFSRH examinations.

The Chair of the Examinations Committee will:

- ▶ Oversee the development, delivery and evaluation of the MFSRH examination across all exam components
- ▶ Uphold quality assurance of the MFSRH examination procedures and ensure the principle of the GMC's Excellence by Design are met including equality, diversity and inclusion
- ▶ Review and advise on examination policies, ensuring that they meet recommended standards as used across the postgraduate medical education sector
- ▶ Provide leadership to Exam Convenors to develop question banks that enable the delivery of the examination syllabus and blueprint

<b>Title</b>	Examinations Committee Chair
<b>Reporting to</b>	Vice President, Specialty
<b>Liases with</b>	<ul style="list-style-type: none"> <li>▶ FSRH Speciality Training Team</li> <li>▶ Exam Convenors and other examiners</li> <li>▶ Vice President of Speciality</li> <li>▶ Specialty Training Board</li> <li>▶ Assessment and Curriculum Committee</li> <li>▶ Psychometrician</li> <li>▶ External Examiners</li> <li>▶ Question Bank providers</li> <li>▶ Exam platform providers</li> </ul>
<b>Term</b>	<ul style="list-style-type: none"> <li>▶ To represent the FSRH and its charitable aims.</li> <li>▶ Three-year tenure, renewable for a second three-year tenure at the discretion of the Vice President, Specialty.</li> <li>▶ This role is a member of Examinations Committee and Specialty Training Board</li> <li>▶ This role is un-remunerated.</li> </ul>

<p><b>Commitment</b></p>	<ul style="list-style-type: none"> <li>▶ To attend three Examination Committee meetings per year</li> <li>▶ To attend standard setting meetings for relevant exam components</li> <li>▶ To attend examination results ratification meetings</li> <li>▶ To attend and contribute to the annual Examiners Conference</li> <li>▶ To attend other related board and committee meetings (internal and external)</li> <li>▶ To commit to actions and discussions outside of meetings</li> <li>▶ To lead the development and delivery of the workplan for the committee</li> <li>▶ CPD points are awarded for question writing and review, standard setting, examining, and meetings attended.</li> </ul>
<p><b>Responsibilities</b></p>	<p><b>Committee leadership</b></p> <ul style="list-style-type: none"> <li>▶ Chair Examinations Committee (3 meetings per annum)</li> <li>▶ To contribute to the organisation and promotion of Examiners Conference, ensuring an agenda that meets examiner training needs</li> <li>▶ Oversee the efforts by committee members to ensure that the examination is valid, reliable, and fair</li> <li>▶ Contribute to the strategic development of the examinations</li> <li>▶ Advise on, and contribute to the development of examiner resources and training</li> <li>▶ To remain up to date with the work across the Examinations Committee groups and support Convenors in the development of papers</li> </ul> <p><b>Exam: compliance and quality assurance</b></p> <ul style="list-style-type: none"> <li>▶ To ensure compliance with examination policies procedures across all aspects of examination development and delivery</li> <li>▶ Responsible, with the Vice Chair and the Examinations Committee, for the delivery of two Part I, and one Part II exam(s) (KAT and OSCE) per year, and to be available to solve any problems occurring with the exam</li> <li>▶ To review the performance of the individual papers that make up the Part I and Part II exams and deliver on recommendations</li> <li>▶ To attend the OSCE examination</li> <li>▶ To participate in the ratification of examination results</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>▶ To keep examination questions confidential, and not to share with any other agencies outside MFSRH Examination Committee.</li> <li>▶ To ensure all questions and emails relating to the examination are kept secure.</li> <li>▶ To utilise digital platforms and tools provided for question bank management and exam delivery.</li> <li>▶ To serve as a member of Examinations Committee (3 meetings per annum) and report on the examination</li> <li>▶ To contribute to the production of candidate materials (e.g. handbooks)</li> <li>▶ To undertake training required for the role and maintain up to date</li> </ul>

	<p>knowledge and practice of assessment theory and apply best practice principles</p> <ul style="list-style-type: none"> <li>▶ To attend the annual Examiner’s Conference and facilitate sessions with delegates as required.</li> <li>▶ To work closely with the Examinations Committee Vice Chair, the Examinations Committee, the Exam Group(s), FSRH Specialty Training team and other stakeholders</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>▶ Registered with the GMC and in good standing</li> <li>▶ Be a member of FSRH by qualification (Diplomat (DFSRH), Member (MFSRH) or Fellow (FFSRH)) and in good standing</li> <li>▶ Passed MFSRH examination and/or be on the GMC’s GP or Specialist Register in Community Sexual &amp; Reproductive Healthcare, Genito-urinary Medicine, Obstetrics &amp; Gynaecology or Public Health Medicine</li> <li>▶ Have up to date medical knowledge and skills in SRH</li> <li>▶ Have at least two years’ experience as an Examiner for medical undergraduate and/or postgraduate examinations.</li> </ul>
<b>Skills &amp; Experience</b>	<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>▶ Able to effectively lead teams and delegate responsibilities</li> <li>▶ Make fair, unbiased judgements in examination setting and aware of sources of bias</li> <li>▶ Remain objective and dispassionate when necessary</li> <li>▶ Demonstrate effective oral and written communication skills in English</li> <li>▶ Have high levels of integrity and professional standards</li> <li>▶ Demonstrate excellence in the quality of patient care, research skills and teaching skills</li> <li>▶ Have experience of writing examination questions for undergraduate or postgraduate medical examinations</li> <li>▶ Uses analytical and critical thinking approach to develop actions plans to meet needs and evaluation reports</li> <li>▶ Have experience of designing assessments and working with test blueprints</li> <li>▶ Have experience of analysing and interpreting psychometric data</li> <li>▶ Have working knowledge of basic statistics, study design, and interpreting data</li> <li>▶ Completed recognised course in equality and diversity (renewable every 3 years)</li> </ul> <p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>▶ Involved in the education and training of doctors</li> <li>▶ Experience of Chairing committees or working groups</li> </ul>