

## MFSRH Examiner Role Description

### About Examinations Committee

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

The MFSRH Examiner role **does not hold a position on the Examinations Committee** but will report to the Convenors represented at this committee.

### About MFSRH Examiner

As an MFSRH Examiner you will play an important role in the development and maintenance of the MFSRH question bank. We understand that with clinical commitments, Examiners may not have the capacity to undertake all aspects of the role, however the FSRH encourage meaningful engagement and support flexibility within our exam groups.

### The MFSRH Examiner will:

- ▶ Write examination questions that meet the requirements of the MFSRH syllabus
- ▶ Peer review questions submitted to the bank for approval
- ▶ Review questions in line with post-examination analysis and review question review policies
- ▶ Participate in standard setting examination papers as required

<b>Title</b>	MFSRH Examiner
<b>Reporting to</b>	MFSRH Convenor
<b>Liaises with</b>	<ul style="list-style-type: none"> <li>▶ FSRH Specialty Training Team</li> <li>▶ MFSRH Convenor</li> <li>▶ Examinations Committee</li> <li>▶ Psychometrician</li> </ul>
<b>Term</b>	<ul style="list-style-type: none"> <li>▶ One-year minimum commitment</li> <li>▶ Examiner can continue in post for as long as they fulfil the eligibility requirements, remain competent in the exam subjects and keep up to date with examiner training.</li> <li>▶ This role is not a member of Examinations Committee.</li> <li>▶ This role is un-remunerated.</li> <li>▶ NB: In becoming an MFSRH Examiner, you forfeit eligibility rights to apply for and take the Membership examination when your term of service is ended. This is not reversible regardless of the time lapse between being an Examiner and wanting to take the examination.</li> </ul>
<b>Responsibilities</b>	<p><b>Question Writing &amp; Review</b></p> <ul style="list-style-type: none"> <li>▶ To contribute fully to the annual workload of the exam group, in the development of examination questions as directed by the Convenor</li> <li>▶ To author questions for submission to the question bank that meet syllabus requirements</li> </ul>

	<ul style="list-style-type: none"> <li>▶ To review questions within the bank that require peer/periodic review or following post-examination analysis</li> <li>▶ To attend question writing and review sessions</li> </ul> <p><b>Standard Setting (if required, after &gt;1 year and/or training)</b></p> <ul style="list-style-type: none"> <li>▶ To participate in standard setting examination papers via agreed methodology (i.e. Modified Angoff)</li> <li>▶ To peer-review examination papers in the lead up to the examinations</li> <li>▶ To support review of questions following psychometric analysis</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. Questions and papers should be password protected.</li> <li>▶ To attend at least 80% of exam group meetings.</li> <li>▶ To undertake training required for the role and maintain up to date knowledge and practice of assessment theory and apply best practice principles</li> <li>▶ To attend the annual Examiner’s Conference</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>▶ Full registration with the GMC and in good standing</li> <li>▶ Be a member of FSRH by qualification (Diplomat, Member or Fellow) 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>▶ Up to date with appraisals or have evidence of continued professional development</li> </ul>
<b>Skills &amp; Experience</b>	<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>▶ Completed recognised course in equality and diversity (renewable every 3 years)</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> </ul> <p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>▶ Involved in training doctors</li> <li>▶ Experience of writing examination questions for undergraduate or postgraduate medical examinations</li> <li>▶ Have working knowledge of basic statistics, study design, and interpreting data</li> </ul>