

Role Details

- To be the main point of contact for RCPCH Examinations in their region and to disseminate information on examinations to members within the region
- To assist the College with the generation and refinement of questions for all College theory examinations testing the appropriate areas within the Level 1 curriculum of paediatric training.
- To work with the RCPCH to encourage attendance of suitable clinicians at regional question setting meetings

Eligibility

- The appointee must be a member of the RCPCH active in clinical practice and will have substantial experience of the College theory examinations and/or medical education and training
- Experience as a Question Setter/Theory Examiner, evidence of 80+ hours of exams work in a calendar year

Role purpose and responsibilities

- To set up and lead a Regional Question Group (for all three paediatric examinations: FOP, TAS and AKP). A Question Group exists to produce new questions for these examinations and if need be review relevant existing questions. This includes delivering a short training session on the key principles of question writing, and supporting attendees throughout the meeting as they draft new questions.
- To review first drafts of new questions generated at their regional meetings before submitting
- To recruit new question setters for MRCPC and observe their progress.
- To help with training and development of question setters
- To advise the RCPCH Examinations Committee on the productivity of their Question Group members and to their suitability to be recommended for greater involvement with departmental activity e.g. to serve on Question Boards, Exam Development projects etc
- To attend relevant PAT meetings at the College and the Examinations and Assessment boards to assist in theory examination review and development

Knowledge, Skills and experience required

- Be a member of good standing of the RCPCH or of the royal college/faculty representing their specialty.
- Be in a consultant or equivalent position for at least 3 years
- Knows and can apply the principles of good question writing and has experience of putting this into practice
- Understands how the RCPCH syllabi apply to question writing and examination generation

WORKING RELATIONSHIPS

The post holder will be responsible to the Chair of the Theory Examination. The post holder will also work with the Officer for Examinations, Question Setters, Theory Examiner, Senior Theory Examiner (STE) and relevant members of the boards to further their work. Equally they will work in conjunction with:

- Question Board and Quality Assurance Coordinator with reference to RCPCH Question Banks and Examination generation.
- Question board administrators
- The Examinations Manager with reference to Clinical and DCH examinations

TIME COMMITMENT

Be able to attend the 2 day Examination and Assessment Boards a minimum of 1 per year and 1 PAT meeting per year at the College. The Boards are held at various venues around the UK. To set up and lead 1 Regional Question Group per year. The appointee will serve as Principal Area Theory Lead (PAT) for an initial period of 3 years with an option of a 2 year extension.

SUPPORT PROVIDED FROM THE COLLEGE

The posts are supported by the Quality and Standards team and the Examinations Team in the Education and Training Division. Members are reimbursed for the cost of travelling expenses and subsistence when attending Regional and College meetings related to question review. Claims must be submitted using the appropriate form and following the college guidance. Training resources for question are provided by the college both to support the PAT in developing their knowledge and skills in question writing, and for their use at regional meetings to train others.

Other information

- Given the scope of tasks that are expected of PATs, or where PATs represent a large region, consideration should be given to the appointment of a deputy or deputies. When a PAT undertakes their 2 year extension, they should start the process of identifying their replacement. Once identified the replacement can be brought up to speed by them working as Deputy PAT for the 12 months prior to the end of a PATs term.
- PATs are required to submit a proposal form to the College with expected costs for their regional meetings to obtain approval before expenditure is incurred. The College will communicate max budget on an annual basis to all PATs. This money can be used for hiring venues and providing catering for the meeting.
- PATs can also serve the College by sitting on Question or Scenario Groups or by taking on specific development projects within the examinations sphere. All PATs will be invited to attend the Examination and Assessment Boards at which questions and examinations are reviewed. Where not a full member of a board, PATs should expect to rotate between groups in order to facilitate their understanding of departmental activity or to cover the non-attendance of board members.
- If unavailable to attend, the PAT can nominate their deputy or an examiner from their region to attend in their place.

PROCESS OF APPOINTMENT

A short CV (maximum 4 pages) should also be submitted and the form will also include a **statement of up to 500 words outlining the relevant experience, reasons for applying to the post and a statement of reference from a facilitator or Chair of the Theory Examinations.**

The RCPCH is committed to ensuring equal opportunities across all its activities. In order to monitor and evaluate this, we would be grateful if you could enter/update your equal opportunities data in your online RCPCH account. To complete this please go to the following link - <http://www.rcpch.ac.uk/member-services/your-membership/your-online-account/view-and-update-your-details/view-and-update-you>

The information provided within your nomination form will be used for the purpose of selection to these posts only by the Examinations Committee. It will be shared with members of the Royal College of Paediatrics and Child Health in the instance that there is more than one applicant for the position and a vote has to be taken. It will not be shared with any other third parties. Personal information about unsuccessful candidates will be held for 6 months after the position has been filled, it will then be securely destroyed. Personal information about successful candidates will be retained on their membership file. The information contained in this will be kept secure and will only be used for purposes directly relevant to that person's responsibilities as a committee member.

In accordance with College policy, all candidates should be in good standing with the College, which includes being registered for and up-to-date with their Continuing Professional Development. Following accepted custom, all candidates should also be in active medical practice – i.e. neither retired nor suspended.