

BECOMING A DCH CLINICAL UK OR OVERSEAS EXAMINER

This document is for doctors interested in applying to become DCH Clinical Examiner in the UK or Overseas. In this document you will find information about the eligibility requirements for applying to become a DCH Clinical Examiner. You will also find details of the appointment process involved in becoming a DCH Examiner, from submitting an application through to appointment.

MRCPCH examiners who wish to examine for DCH should contact the exams team to arrange for DCH examiner training.

DCH Examiner	Medical professionals with a background in another specialty allied to paediatrics or paediatricians not performing an acute general paediatric role whose experience makes them suitable to examine for the DCH. DCH Examiners may be based in the UK or Overseas.
DCH Examiner Elect	Title given once a submitted DCH Examiner application is approved by the Examiner Review Panel (ERP). DCH Examiner Elect begins training and assessment towards appointment as DCH Examiner. DCH Examiners Elect may be UK or Overseas.

ELIGIBILITY REQUIREMENTS

Please review the eligibility requirements listed in this section before proceeding to the following section that details the process of becoming an examiner, including how to apply.

DCH Clinical Examiner – UK & Overseas

The following requirements are essential and will remain as requirements throughout the examiner's term of service. You must notify the RCPCH Examinations Team of any change in status that would make you no longer eligible to examine.

In order to be eligible for appointment as a DCH Clinical Examiner in the UK or overseas, an applicant must fulfil all of the following criteria.

Essential Criteria

1. Be on the GMC Specialist or GP Register with a licence to practise. For overseas applicants, hold full registration, without limitation on their practice, with their host country regulator. See the Examiner Retirement document for those who have demitted clinical practice.
2. At the time of application, be a member (or fellow) in good standing of the RCPCH or other Royal Medical College

3. Be able to demonstrate awareness of the training standard required of the candidates before becoming an examiner, including familiarity with the Level 1 training curriculum
4. Have experience and understanding of all areas of specialty covered by DCH examinations
5. Provide evidence (for example, references) to confirm that management and/or clinical colleagues agree to the examiner taking up this role, if appropriate
6. With regard to equality and diversity, be able to demonstrate that they comply with the requirements published in the legislation as it applies to examining
7. Be holders of the DCH or MRCPCH, having successfully passed all of elements of the examination
8. Complete examiner training after approval as an examiner-elect
9. The College must receive three positive references for the applicant

SAS Doctors as Examiners for DCH Clinical Examinations

1. Evidence that they meet the other minimum standards for examiners as referenced above
2. Be holders of the MRCPCH having successfully passed all of elements of the examination
3. Must have completed three years in a substantive role post-CCT
4. Hold full registration with the GMC and without limitation on their practice (for GPs, must be registered with performers list with no limitations on their practice). For overseas applicants, hold full registration, without limitation on their practice, with their host country regulator.
5. Be in good standing with their College

Standing with GMC/Host Country Regulator

1. Where a medical practitioner has been referred to the GMC or host country regulator for investigation, they should not examine if an interim order has been issued, conditions have been placed on their practice or they have been suspended

Desirable Criteria

1. Able to demonstrate understanding of the principles of adult learning (completed a 'Training the Trainers' course or equivalent)
2. Have some experience with OSCEs or practical examinations (e.g. examiner, assessor, organiser, question writing etc)
3. Have experience hosting or organising OSCE/practical exams
4. Have experience with teaching and training of undergraduate and postgraduate students (be a recognised trainer and/or educational supervisor for example)

5. Have some experience voluntarily contributing to courses as a faculty organiser (MRCPCH courses, DCH courses, APLS, NLS, PALS faculty)
6. Have some experience voluntarily contributing to other relevant RCPCH Education and Training activity (scenario writing, membership of groups or committees, appeals panel, MRCPCH examiner, START assessor or scenario writing, College exam course faculty, Angoff judge, international work)

PROCESS OF BECOMING AN EXAMINER

We welcome DCH-only examiner applications throughout the year from:

- non-consultant grade and non-principal grade GPs with a background in another specialty allied to paediatrics, and
- paediatricians whose experience and knowledge makes them suitable to examine for the DCH.

If you do not yet have an RCPCH account, please follow the instructions on this webpage to set one up prior to completing an application.

<https://www.rcpch.ac.uk/user/signup>

Insert a DCH specific Examiner Application Process Chart

This is the process from application to approval as a DCH Clinical Examiner:

1. Applicant is sent the application form via email from Exams team
2. For overseas applicants the relevant overseas Principal Regional Examiner and overseas exam lead may be informed of local applications
3. Applicant fully completes the application and returns to examinerapps@rcpch.ac.uk
4. Applicant completes and submits MCQ?
5. Exams team reviews the application for completeness
6. Exams team emails a reference form to the referees listed on the application with a deadline
7. Referees email the completed reference form back to examinerapps@rcpch.ac.uk
8. Exams team reviews the references for content and completeness
9. Exams team scores the application in preparation for the Examiner Review Panel (application form has essential and desirable criteria and a scoring rubric within it)
10. Exams team makes a record of their recommendation for each applicant
11. All application materials, including scoring, are made available to members of the Examiner Review Panel (ERP) in advance of it meeting, so panel members can review
12. Examiner Review Panel meets and discusses each application and decides outcomes
13. After the ERP meets, the Exams team will draft outcome letters on behalf of the ERP incorporating their decisions and recommendations
14. Application outcome letters will then be emailed to applicants
15. Successful applicants will be added to our database as DCH examiners elect and their outcome letter will provide information about online examiner training as well as their examiner number

16. For overseas applicants, the Exams team will notify the overseas host/organiser of applicant's approval as an examiner elect and their availability for training
17. Unsuccessful applicants' outcome letters will provide information about the criteria on which they will need to improve prior to re-submitting their application
18. The Exams team (or overseas host/lead for overseas applicants) will contact new DCH Examiners Elect about the opportunity for face-to-face training
19. Examiners Elect who have completed both online and face-to-face training will be allocated to exams (based on their availability) to undertake observation and shadow marking with a mentor-examiner who will complete an assessment form in conjunction with the Examiner Elect, based on their performance over the two-day exam
20. Mentor assessment forms will be sent back to the Exams team and reviewed
21. Assessment forms will be made available to the ERP in advance of the next meeting
22. The assessment form recommendations will be presented at the next ERP meeting after the Examiner-Elect completed their observation and shadow marking
23. The ERP will review and make their decisions based on the assessment forms and any other information relevant to the task
24. The Exams team will draft ERP outcome letters for the Examiners Elect and email them soon after the ERP meets
25. Unsuccessful Examiners Elect will be given the option to re-do their observation and shadow marking process again at an upcoming exam
26. Examiners Elect who successfully complete the observation and shadow marking and are made full Examiners will then be added to our database of examiners
27. For overseas applicants, the Exams team will inform the overseas local host/lead of the Examiner Elect's successful completion of the process and their availability to now act as a local examiner
28. They will then receive emails from the Exams team (or overseas host for overseas DCH examiners) about their availability in advance of DCH Clinical exams
29. DCH Examiners are expected to examine regularly (twice a year), undertake regular refresher training, undertake hosting clinical exams if possible, as well as to help with question and scenario writing

DCH CLINICAL EXAMINER – UK/OVERSEAS: THE ROLE

Introduction

Examinations offered by the College are conducted by the Examining Boards of the Examinations Executive Committee for Council. This section covers the duties and responsibilities of examiners for DCH clinical examinations.

For DCH Clinical examinations, the processes requiring examiner input include:

- Participating in DCH clinical examinations as examiners
- Hosting of clinical examinations (where possible)
- Attendance at examiner training sessions when required
- Generating/writing role player led station scenarios for use in the DCH clinical exams

All of the clinical exam activities are coordinated through the RCPCH Examinations Team.

Specific Duties and Responsibilities

RCPCH Examiners are responsible for assessing the performance of candidates taking part in DCH examinations.

1. Full commitment to the requirements of the post and the examination processes
 - a. To remain in good standing with the college, including maintaining Membership and holding full registration with the GMC or your country's licensing body
 - b. Regular attendance at exams (ideally at least twice a year if needed)
 - c. To actively participate in ensuring the examinations are of the highest standards
 - d. To take part in the examiner meetings and briefing sessions as and when required
2. To provide assessment of candidates and to provide clear feedback
 - a. To examine all candidates in accordance with DCH regulations, marking schemes and examiner guidance
 - b. To complete all marking processes in accordance with guidelines and standard documentation
 - c. To give full and fair consideration to equality and diversity whilst ensuring the integrity and validity of the examination is upheld
 - d. To provide clear and concise feedback to candidates regarding poor performance completing documentation in full for all candidates
3. Participation in examiner training and ongoing re-training programmes
 - a. To participate in the mandatory Examiner Elect training programme
 - b. To engage in re-training as required (minimum of once every 5 years) or earlier if there should be a need due to an identified issue/complaint

- c. To undertake examiner Equality and Diversity training during Examiner Elect training and Examiner Re-training (minimum of once every 5 years)
 - d. Where appropriate, to seek involvement in the training of others
4. To uphold all examination regulations, policies and principles
- a. To be fully conversant with all DCH Examinations regulations
 - b. To keep up to date with examination changes
 - c. To actively apply and promote the policies and principles of the RCPCH
5. To observe and maintain the confidentiality and integrity of the RCPCH examinations
- a. To adhere to the terms and conditions of secure question/scenario banks and examiner websites
 - b. To observe the confidentiality and copyright of examination content at all times
 - c. To draw any matter causing concern to the attention of the Officer for Examinations/Examinations Manager.
 - d. To not engage in commercial (paid) DCH Clinical exam preparation courses aside from those which are run or sanctioned by the College
 - e. To avoid activities or actions that would cause the College reputational damage whilst undertaking any roles for it

Feedback

The performance of examiners will be routinely monitored to ensure consistency and fairness. In order to support the development of all RCPCH examiners, regular feedback will be provided. Types of feedback can include:

- Direct/indirect feedback from relevant Senior Examiner on the day of the exam or through their Senior Examiner Report provided to the Exams team after an exam event
- Post-examination survey
- Psychometric marking analysis (PERFORCE)
- Examination Team staff feedback based on issues with marksheets, candidates, scoring
- Complaints (from candidates, patients and parents, host and host team, fellow examiners etc.)
- Clinical Examination Board (CEB) review meetings
- Appeals Panel meetings

Feedback of a negative or constructive nature will be reviewed according to the Examiner Code of Conduct and Misconduct Policies. Repeated negative feedback, or gross misconduct could lead to an individual being suspended as an examiner.

Confidentiality and Privacy

Examiners must not disclose details about examination questions/scenarios, clinical cases or candidate performance to anyone other than the appointed Senior Examiner (on exam day/at exam centre) or members of the Examinations Team at the RCPCH. The only exception to this is when sanctioned by the Examinations Team/Examinations Executive Committee. It is strictly prohibited for examiners to discuss exam content or performance with exam candidates that they have assessed.

Please see the Examiner Privacy Policy on the Becoming an Examiner web page.

Code of Conduct and Misconduct Policies

All RCPCH examiners are expected to adhere to the principles listed in our Examiner Code of Conduct. Our Examiner Misconduct Policy document outlines the process for any allegations of examiner misconduct being made. Both documents are available on the Becoming an Examiner web page.

Length of Service of Examiner Appointment

There is no stipulated length of service for a DCH examiner provided that the examiner continues to fulfil the eligibility criteria for appointment. Those who do not continue to fulfil these criteria or are inactive for more than 2 years will be asked if they wish to continue as an RCPCH examiner and will be required to attend re-training. All DCH examiners must continue to be Members in good standing of the RCPCH.

Examiner Retirement

Examiners fully or partly retiring from clinical practice must notify the Exams team. There are regulations governing retired doctors acting as examiners. Examiners may continue to examine for no more than three years after retirement from active NHS clinical practice as long as they meet the required criteria. Please see the Examiner Retirement document on the Becoming an Examiner web page for more details.