**Dear Applicant,**

We are delighted that you are interested in becoming an examiner for the Royal College of Paediatrics & Child Health.

The college is very grateful for all the support and time that is freely given by examiners.

In turn we give a firm undertaking to provide a comprehensive assessment and training programme which is aimed at reinforcing and enhancing the abilities of its examiners and encouraging them to participate in all elements of the assessment process.

We are sure that you will recognise there is a need to gather some information to allow the Examinations Executive Committee to consider your nomination. To this end I would ask you to complete an application form.

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**There are two versions of the application form.**

*Pdf's of the application forms can be found on this webpage which can be printed and completed.*

**Application for Appointment as Clinical Examiner for the RCPCH**

This form is to be completed by both consultant paediatricians interested in UK based Generic exams who intend to examine at MRCPCH and/or DCH Clinical examinations across the UK and DCH only applicants

**Application for Appointment as Clinical Examiner for the RCPCH Overseas**

This form is to be completed by consultant paediatricians who are based in any of the existing RCPCH overseas centres such as Hong Kong, Egypt etc. Once applications are completed they must be submitted to the local/chief organiser of MRCPCH exam activity in their country, the Principal Regional Examiner (PRE) for that region and the RCPCH office in London.

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UK based examiners who are interested in acting as an examiner for the RCPCH at one of the overseas Clinical examinations are advised to contact the Clinical Examination Co-Coordinator, Daniel Crane.
UK based applicants

All applicants should carefully read the notes accompanying the application form to confirm their eligibility before submission.

Eligibility Criteria for Generic & Specialist DCH Examiners

In order to be eligible for appointment as an examiner, a nominee must fulfil all of the following criteria:

a) Be a Fellow of good standing of the RCPCH (Generic Examiner – MRCPCH & DCH) or of the royal college representing their specialty or be a principal in general or family practice or an equivalent academic post (DCH only).

b) Have experience and understanding of most areas of specialty covered by RCPCH examinations.

c) Be in a consultant position (Generic Examiner – MRCPCH & DCH) or be a principal in general or family practice (DCH only)

d) UK based Generic Examiner applicants (MRCPCH & DCH) only - you are expected to have evidence of attending at least one regional question writing meeting before your application can be considered. DCH only and overseas based applicants are not required to have attended question writing before applying.

As part of the application process we ask that you identify three potential referees who must have personal knowledge of your educational and assessment responsibilities and skills.

One referee must be the regional postgraduate tutor, the head of the paediatric school or your Principal Regional Examiner.

The other two referees may be any of the following:

- a Fellow of the RCPCH who is an active examiner
- a paediatric trainee of ST5 level or above
- any individual who oversees an educational course in which you regularly participate as a part of faculty.

Following completion of your application it should be sent together with an up-to-date CV to the college address given on the form. As stated above, overseas applications are to be submitted to the local overseas exam organiser with an up-to-date CV.

Once approved you will then be confirmed as an examiner elect and be given the opportunity to participate in the training programme which is outlined in the summary document, ‘Examiner Training and Appointment Process’. A PDF of this document can be found on this webpage which can be printed for reference.

The process after being appointed as an Examiner Elect is the same for DCH only examiners. It is important to stress that DCH Examiner Elect training events are limited so please try and make yourself available once dates are confirmed.

This opportunity must be taken up within one year of nomination as an examiner elect. As a part of the process you will be allocated a mentor, who will normally be local (to you) and will be a senior examiner for the RCPCH.
Overseas based applicants

All applicants should carefully read the notes accompanying the overseas application form to confirm their eligibility before submission.

Eligibility Criteria for Generic & Specialist DCH Examiners

In order to be eligible for appointment as an examiner, a nominee must fulfil all of the following criteria:

a) Be a Fellow of good standing (Generic Examiner – MRCPCH & DCH) or of the royal college representing their specialty or be a principal in general or family practice or an equivalent academic post (DCH only).

b) Have experience and understanding of most areas of specialty covered by RCPCH examinations.

c) Be in a consultant position (Generic Examiner – MRCPCH & DCH) or be a principal in general or family practice (DCH only)

A potential examiner would ideally be nominated by the Chief Local Examiner in the first instance. If nominated the applicant is invited to fill in an application form and provide the names and contact addresses for three potential referees who have knowledge of their educational and assessment abilities and activities. These individuals will be ones who are known to the nominee and may be:

- The Chief Local Examiner (Obligatory referee)
- The Principal Regional Examiner for that geographical area
- Chairman or head of the local paediatric institution or university
- Chair of local MRCPCH examination board
- Local lead examiner for the RCPCH
- Any Fellow of the RCPCH who has examined for 5 years or more
- A clinical or educational supervisor or any individual who oversees an educational course in which the NEE regularly participates as a part of the faculty

Following completion of your application it should be sent together with an up-to-date CV to both the Chief Local Examiner and the RCPCH (college address given on the form).

Once the references have been taken up and the nominee approved they will be offered the chance to participate in the training process and will be allocated a mentor (this is likely to be an overseas examiner from the UK).

The appointment process will have to be completed within two years of nomination. This training process involves an online MCQ (standard for UK and overseas) which will reflect the nominees reading of the process of the exam, a one day introductory course, followed by attendance at two exam days (or in the case of initial examiners pilot examinations).

Once approved you will then be confirmed as an examiner elect and be given the opportunity to participate in the training programme which is outlined in the summary document, ‘Examiner Training and Appointment Process’. A PDF of this document can be found on this webpage which can be printed for reference.

Yours sincerely

Dr. Charles H Skeoch - Chair, MRCPCH Clinical Exam

Dr. Jim Gould - Chair, Overseas Examinations

Dr Barbara Buckley - Chair, DCH Clinical Exam