

## Joint Committee on Intercollegiate Examinations

### Intercollegiate Specialty Boards Criteria for Appointment to the Panel of Examiners - Section 2

#### Conditions of Appointment

Applications from Consultants who have completed 5 years in substantive post are encouraged and welcomed. Examiners will be appointed, in open competition, by each Specialty Board after consideration of applications received. Appointments are for a period of 5 years commencing from the date of their first examination. Examiners who complete 5 years on the Panel may be invited, at the discretion of the Board, to continue for a further and final period of up to 5 years. Examiners must have a licence to practise. Examiners will automatically retire from the Panel of Examiners when they no longer have a licence to practise. Examiners who retire from clinical practice and providing they have renewed their licence to practise in advance of retirement, are permitted to continue to examine for three years' post-retirement.

Examiners are permitted to deliver presentations/lectures on the scope and format of Intercollegiate Specialty Examinations and the JSCFE, and how best to prepare for them, via any platform. Examiners must not, however, participate in any MCQ examination revision courses or mock oral/clinical examination practice sessions, irrespective of whether this be part of a commercial course or a local/regional educational provider (e.g. School of Surgery, Deanery, Royal College). It is expected, however, that examiners will assist with the preparation of candidates currently working with them as part of their day-to-day role as a Trainer, with the proviso that they do not use any JCIE related materials.

As an examiner for the JCIE, there is a requirement that you are 'in good standing' with the GMC/IMC and employer. If you are not 'in good standing' with the GMC/IMC/employer, you must inform us via the JCIE Head of Operations and with immediate effect refrain from any participation in JCIE activities. For our purposes, 'not in good standing' refers to either an interim order being issued and/or conditions or restrictions having been placed on practice. Any employer restriction on clinical practice and/or suspension from the workplace must be also declared and you must refrain from any participation in JCIE activities.

Representatives appointed to an Intercollegiate Specialty Board are automatically appointed to the Panel of Examiners and must therefore comply with the Criteria for Appointment.

#### Applications

- Applications for the Panel of Examiners can be made by accessing the application form on the JCIE website under 'Applications'. Recruitment may be advertised in College Journals and through the Specialty Associations.
- Applications are considered by the relevant Intercollegiate Specialty Board.
- Efforts are made to ensure a fair distribution within the Panel and Sub-Specialty Interests, geographical location, and Colleges and all are taken into account when considering applications.
- Successful and unsuccessful applicants are notified in writing.
- Before examining, new examiners must attend the JCIE Examiner Induction Course within 12 months of appointment and are required to observe an Intercollegiate Specialty Examination prior to examining.
- No fees/honoraria are paid to examiners. Travel expenses are reimbursed, and hotel accommodation is provided.
- These will be equal opportunity appointments.

## Criteria for Appointment

Applicants must:

- 1) be a Fellow of and in good standing with one of the four Royal Surgical Colleges of Great Britain and Ireland.
- 2) have a licence to practise and hold a substantive (min 5 years) Consultant post in the National Health Service/Public Health Service (Ireland) or have held a substantive Consultant post within the past 5 years.
- 3) be 'in good standing' with the GMC/IMC and employer. For our purposes, 'not in good standing' refers to either an interim order being issued and/or conditions or restrictions having been placed on practice by the GMC/IMC or employer and/or suspension from the workplace.
- 4) have significant previous examining experience (e.g. MRCS or University undergraduate) or formal trainee assessment experience.
- 5) be able to complete one term of office (5 years) before retirement.
- 6) have the approval of their Employer's Chief Executive or Medical Director to commit the time necessary to undertake this important educational role [Structured Reference A].
- 7) be prepared to relinquish any involvement or participation in any MCQ revision courses or mock oral/clinical examination practice sessions.
- 8) agree to adhere to the GMC published guidelines on social media - (<https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/doctors-use-of-social-media>). For our purposes, this includes an agreement not to post material directly or indirectly relating to any examination activities.

## Person Specification

Applicants must:

- 1) be able to demonstrate a policy of courtesy, fairness, and non-discrimination [Structured Reference B].
- 2) have high professional standards and a commitment to the teaching and development of surgeons in training [Structured Reference B].
- 3) have a commitment to continuing professional development and research (including publications) with up-to-date specialist knowledge [Structured Reference A].
- 4) have an enthusiasm for, competence in and loyalty to the surgical profession [Structured Reference B].
- 5) have a commitment to the professional conduct and development of the Specialty Fellowship Examinations and a willingness to provide the time necessary to honour commitments to write questions and attend examinations [Signed Declaration - Application Form].
- 6) have commitment to on-going assessment, training and development as an examiner including participation in Internal Quality Assurance processes [Signed Declaration - Application Form].
- 7) be able to demonstrate specialist knowledge in the areas of the needs and requirements of the relevant Intercollegiate Specialty Board.
- 8) be able to communicate effectively in time-limited situations during the course of the Specialty Fellowship Examinations, as an inability to do so may disadvantage candidates [Structured Reference B].