

FFICM Examination (Selection and Appointment of Examiners)

REGULATIONS (V2)

May 2018

Change log

This document outlines the regulations for the selection and appointment of examiners for the Faculty's Final Fellowship Examination (FFICM).

This is Version 1.0. As the document is updated, version numbers will be changed, and content changes noted in the table below.

Version number	Date issued	Summary of changes

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1 COMMENCEMENT AND REVOCATION

These Regulations shall be known as the Faculty of Intensive Care Medicine FFICM Examination (Selection and Appointment of Examiners) Regulations and shall come into force on in May 2018. All previous decisions of the BFICM relating to this subject are hereby revoked.

2 DEFINITIONS

The words and phrases in the left hand column shall have the meanings attached to them in the right hand column:

BFICM	The Board of the Faculty of Intensive Care Medicine
Court	The Faculty Court of Examiners
Examinership term	The standard duration of appointment for examiners
Executive	Project Executive for Examination implementation
Dismissal	The removal of an examiner following a decision of Council
Extension	An increase in the duration of a standard examinership term
Faculty/FICM	The Faculty of Intensive Care Medicine
Job description (JD)	The Job Description for the role of FFICM Examiner
Person spec (PS)	The Person Specification for the role of FFICM Examiner
Re-appointment	a. The appointment of an examiner who has retired within the previous two years for a further specified number of years. b. The appointment of a former examiner to a second full term.
Resignation	The departure of an examiner at his/her request before the end of his/her full term of office
Retirement	The departure of an examiner at the end of his/her term of office
Standing down	A period of one academic year during which an examiner is prospectively excused from all duties

3 INTRODUCTION

3.1 Appointments to the Court of Examiners of the Faculty examination shall normally be made annually by the BFICM on the advice of the Training, Assessment and Quality Committee or its nominated representative.

3.2 The size of each Court shall be determined by the BFICM on the advice of the Executive team. Appointments shall be made for such a period as the BFICM may from time to time decide.

4 APPOINTMENT OF NEW EXAMINERS

4.1 Advertising Vacancies

Details of the selection process and vacancies for the following academic year shall be openly advertised and such other publications as the Executive team may decide, in sufficient time for a list of nominations to be presented to the BFICM by a date that it shall from time to time decide.

4.2 Examiner specification

Applicants shall be assessed against the FFICM Examiner PS, as set out at Appendix B. In addition, throughout their term of examinership, examiners are expected to adhere to the duties and responsibilities set out in the FFICM Examiner Job description, which is at Appendix A.

4.3 Selection Procedures

4.3.1 After the closing date for applications the Executive team will compile a long-list of applicants who meets the essential criteria as set out in the PS. Applicants rejected at this stage shall be informed in writing of the reasons and, if appropriate, shall be invited to re-apply when they become eligible.

4.3.2 The Executive team will approach referees to provide references.

4.3.3 The Executive team shall confirm how many new examiners must be appointed to bring the Court of Examiners up to strength for the following academic year. Applicants are selected on *merit* for recommendation to the BFICM. The following factors will be considered:

- (1) The Application forms will be reviewed by a panel, which includes the Chair and Deputy Chair of Examiners, against the PS and the JD.
- (2) In the selection process consideration will be given to an appropriate balance based on the following factors:
 - (a) Geographic distribution
 - (b) Types of hospital
 - (c) Special interests directly relevant to the examinations.
 - (d) Clinical vs academic

4.3.4 New examiners are normally appointed subject to a probationary period of 1 year.

4.4 Examiner Training

No examiner shall take up his/her appointment until he/she has successfully completed a period of training approved by the BFICM.

5 EXAMINER REVIEW

5.1 Probationary Year

New examiners shall initially be appointed for a probationary period of 1 year (including a minimum of two examinations). The Chair of the Group shall assess each examiner's performance and recommend to the Examination Executive team that the examiner should:

- 5.1.1 be confirmed in appointment for 10 years;
- 5.1.2 continue as a probationer for a specified period; or
- 5.1.3 shall not be confirmed in his/her appointment.

5.2 Routine Review

At the end of every academic year the Executive team shall review the performance of all examiners. Examiners whose performance is considered to be unsatisfactory may be:

- 5.2.1 reviewed again after a further period determined by the Examination Executive team, possibly with a requirement for further training;
- 5.2.2 asked to resign; or
- 5.2.3 dismissed in accordance with the *FICM Regulations*.

6 STANDING DOWN

6.1 Approving requests to stand down

Before the meeting to appoint new examiners, all existing examiners shall be asked if they want to stand down, a stand down period is normally for one academic year. The Examination Executive team may approve requests to stand down, or ask examiners to stand down on the grounds of:

- 6.1.1 managing the number of new examiners to be recruited whilst maintaining the Court of Examiners at its approved strength.
- 6.1.2 individual professional or personal circumstances

6.2 Extensions to examiners' terms

Any examiner who is allowed/requested to stand down will automatically have their examinership term extended by one year. If an examiner is allowed/requested to stand down for a second or subsequent time, then normally they will be allowed to extend their examinership term again but the decision shall be made on a case by case basis by the Examination Executive team.

6.3 In-year requests to stand down

If an examiner asks to stand down during an academic year, the Chair of the Court shall at his/her discretion allow the examiner to be absent from the rest of that academic year's examinations. If the examiner at the time or subsequently requests that his/her term of examinership should be extended the decision shall be made on a case by case basis by the Examination Executive.

6.4 Ill-health or Pregnancy

If an examiner asks to stand down during an academic year through pregnancy or ill-health, the case shall be treated as described in Regulation 6.2, with the following proviso: if they subsequently request an extension to their examinership term it shall be automatically granted for one year. Further requests to extend their term of examinership, whether under the terms of this Regulation or Regulations 6.2 or 6.3; shall be considered on a case by case basis by the Executive team.

7 RETIREMENT AND RESIGNATION

7.1 Retirement

Unless otherwise approved by the BFICM, examiners must retire at the end of their appointed term or on ceasing to be active in Intensive Care clinical practice and in the education of trainees.

7.2 Resignation

7.2.1 If an examiner wishes to resign it should normally take effect from the end of the academic year.

7.2.2 The BFICM reserves the right, acting on the advice of the Examination Executive team, to ask an examiner to resign at any time (see Regulation 10 below).

7.2.3 An examiner who resigns may subsequently apply to be re-appointed for the balance of his term of office.

8 EXTENSIONS AND RE-APPOINTMENTS

8.1 Extensions: On the advice of the Examination Executive team, the BFICM may invite examiners who are about to retire from examinership to extend their term of examinership by a specified number of years. Providing they intend to remain in Intensive Care clinical practice. In exceptional circumstances examiners who are near the completion of their ten-year examinership, may continue as an examiner to a maximum of 1 year, after retirement from clinical practice, subject to approval by the Board.

Examiners who hold a senior position (e.g. Chair, Section Lead) as they approach their 10-year anniversary of becoming an examiner, they will have their term extended until 1 year after the end of holding the senior position, to allow for a handover of the senior role.

8.2 Re-appointments: On the advice of the Examination Executive team, the BFICM may invite examiners who have retired from examinership to return as examiners for a specified number of years. Providing they remain in Intensive Care clinical practice.

9 CONFIRMATION OF APPOINTMENT

Examiners shall not be deemed to be appointed, re-appointed, extended, stood down, resigned or dismissed until motions to that effect have been formally approved by the BFICM.

10 DISMISSAL OF EXAMINERS

If an examiner's performance or conduct consistently fails to reach an acceptable standard the Examination Executive team may recommend to the BFICM that he/she should be asked to resign. If they refuse they should be dismissed. This procedure must be conducted in accordance with the FICM *Regulations*.

11 EQUALITY AND DIVERSITY

11.1 Aims: The Faculty of Intensive Care Medicine aims to provide an environment for candidates that is free from discrimination and that no candidate receives less favourable treatment than another on the grounds of their protected characteristics. The Faculty will only assess candidates on the basis of performance and demonstrated competency. To achieve this, the Faculty will provide regular exam specific Equality & Diversity (E&D) training for examiners. Monitor examiner behaviour and review methods of assessment, exam policies and practices for fairness and relevance.

The Faculty is committed to enforcing its policy regarding equal opportunities for all and will not accept behavior from staff, examiners or candidates, which constitutes an infringement to this policy or results in unlawful discrimination on any grounds.

11.2 Data Collection: Diversity information on trainees, examiners and examination candidates is collected at registration with the Faculty, requests to confirm/update information will also be requested at application for examinership. By supplying this information, examiners, give their consent to its use for the following purposes:

- i. to allow quality control of examinations
- ii. to assist in the provision of equal opportunities to all

A summary of the data collected is used in conjunction with examination data in annual reports and examinations statistics

Data will not be used in a way that may discriminate against examiners or examination candidates, but will be used in the analysis of examination results in terms of examiner and candidate diversity. Anonymous data may be used to publish information about the assessment process.

FFICM Examiner Job Description

Job Title:	FFICM Examiner
Responsible to:	The Chair of the Court of Examiners
Accountable to:	The Chair of the Court of Examiners
Liaison with:	The Examinations department
Reference	The FFICM Exam (Selection and Appointment of Examiners) Regulations

The Role

A FFICM Examiner is one of a team of examiners responsible for assessing the performance of candidates taking part in FFICM examinations. Examiners are recruited subject to a probationary year. Examiners will be expected to actively contribute to the continuous development of examination content, procedure and processes and will give the highest priority to the examination above all commitment.

GENERAL DUTIES AND RESPONSIBILITIES

- Full commitment to the Faculty and the Examination processes
- Assessment and guidance of candidates
- Attendance and contribution to Core Groups and Working Parties
- Participation in induction and ongoing examiner training programmes
- To uphold all examination regulations, policies and principles
- To observe and maintain the confidentiality and integrity of the FFICM examinations

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Full commitment to the Faculty and its Examination processes

- To remain in good standing with the Faculty and hold full registration with the GMC
- To have the expectancy of completing at least 10 years as an examiner
- Attendance at all days of two exam diets per academic year or part-time equivalent
- Membership of at least one sub group, with attendance and contribution to question writing and revision meetings
- Active contribution to the development and submission of questions
- Attendance at standard setting meetings
- To actively participate in ensuring the examinations are of the highest standards
- To take part in the appraisal process as required

2. Assessment and guidance of candidates

- To examine all candidates in accordance with the FFICM Regulations, marking schemes and examiner guidance
- To complete all marking processes in accordance with guidelines and templates
- To give full and fair consideration where appropriate, to equality and diversity whilst ensuring the integrity and validity of the examination is upheld
- Attendance at call-over, examiner meeting and briefings
- Timely attendance at examinations stations as allocated
- To provide clear and concise feedback to candidates regarding poor performance
- To actively assist in the Guidance of candidates

3. Attendance and contribution to Core Groups and Working Parties

- To keep the Chair informed of relevant expertise and specific interests
- To attend meetings of Core Group/Working Party as allocated
- To attend standard checking days
- Actively contribute to the duties of the Core Group/working party
- Regular submission of ideas and comments
- Participation in the standard setting and question setting processes
- To strive to take on a leadership role and provide assistance to others

4. Participation in examiner induction and ongoing training programmes

- To attend the mandatory training programme as an examiner elect
- To undertake annual examiner Equality and Diversity Training Programmes
- To attend Sim-man training where possible
- To attend further training as required

5. To uphold all examination regulations, policies and principles

- To be fully conversant with all FFICM Examinations Regulations
- To keep up to date with examination changes
- To actively apply and promote the policies and principles of the Faculty
- To feedback examiner appraisal documents

6. To observe and maintain the confidentiality and integrity of the FFICM examinations

- To adhere to the terms and conditions of secure question banks and examiner websites
- To observe the confidentiality and copyright of examination content at all times
- To draw any matter causing concern to the attention of the Chair.

FFICM Examiner Person Specification

PROFESSIONAL REQUIREMENTS	Application and Selection	Examinership
Essential		
Fellow or Associate Fellow of the Faculty of Intensive Care Medicine (FFICM/AFICM)	√	√
Substantive Consultant/SAS grade (Specialty Doctor / Associate Specialist / Staff Grade) in ICM	√	√
In good standing with the Faculty	√	√
Holds full registration, without limitation, with the General Medical Council (GMC)	√	√
In active clinical practice in ICM	√	√*
Able to commit at least 8 days per academic year	√	√
Desirable		
Demonstrates a special interest relevant to the balance of expertise required	√	
PROFESSIONAL/TECHNICAL AND OCCUPATIONAL TRAINING	Application and Selection	Examinership
Essential		
Demonstrates commitment to ongoing assessment, training and development as an examiner/trainer	√	√
Attendance at Equality and Diversity Training	√	√**
Participates in revalidation, including annual appraisal in current post, and adherence to CPD requirements	√	√*
Desirable		
Able to demonstrate the involvement in written and electronic publications or courses that are of particular relevance to training/education and basic sciences of ICM	√	
Will have visited an FFICM Examination within the last five years	√	
EXPERIENCE	Application and Selection	Examinership
Essential		
At least five years-experience as a Consultant/SAS grade	√	
Active involvement and commitment to the education and training of ICM trainees	√	√
Desirable		
Has held or holds an official ICM trainer post such as ICM Faculty Tutor, ICM Regional Advisor	√	

FFICM Examiner Person Specification

SKILLS AND KNOWLEDGE	Application and Selection	Examinership
Essential		
Excellent written and verbal communications skills	√	√
Proven team player who sets and achieves high standards	√	√
Demonstrates high professional standards as a trainer and/or examiner	√	√
Fully up to date with the requirements and practices of ICM	√	√
PERSONAL ATTRIBUTES	Application and Selection	Examinership
Essential		
Highly self-motivated	√	√
Meticulous attention to detail	√	√
Ability to form excellent working relationships at all levels all levels	√	√
Able to handle challenging people and situations with discretion, tact and diplomacy	√	√
Friendly and consultative attitude	√	√
Willingness to contribute to wider aims of training and assessment	√	√

*In exceptional circumstances examiners who are near the completion of their ten-year examinership, may continue as an examiner to a maximum of 1 year, after retirement from clinical practice, subject to approval by the Board.

**On application E&D training must have been carried out within the last 3 years. On acceptance of examinership, examiners are expected to attend E&D training specific to examinations on an annual basis (this is arranged and held at the RCoA).

INVOLVEMENT IN TEACHING, PUBLISHING, EXAMINATION PRACTICE AND REVISION COURSES: Principles for Examiners

Examiners are expected to adhere to the following principles when involved with local teaching examinations practice and courses, or in the writing of revision textbooks¹. *The declaration that an examiner takes on appointment clearly states that they agree to give the highest priority to the examination above other commitments.* The core principles are:

- 1 Examiner should support their local trainees and others on courses, whenever possible by helping in local teaching and delivering courses for the examinations.
- 2 An examiner may help and advise other local 'examiners' in such activities as standard setting, appropriate behaviour, time keeping.
- 3 For local teaching or textbook writing, examiners should only use questions in the public domain or provided by the course organisers. It is inappropriate either to suggest topics or give more concrete examples of questions. This compromises both the FFICM examination and the integrity of the examiner concerned.
- 4 Examiners are expected to support the examination by developing questions for use in this examination. Such questions are to be kept strictly confidential and must under no circumstances be used in other situations/courses/books as such use would inevitably compromise the fairness and impartiality of the examination.
- 5 Examiners must be aware that there is a clear conflict of interest in being an examiner at the same time as managing or playing an equally significant role in a local examination preparation course or the writing of revision textbooks.
- 6 The Examination Executive, as part of the annual re-appointment of examiners, will review any activity associated with local courses and take it into consideration when deciding on individual re-appointment.

¹ Textbooks in this context includes electronic forms of publishing.