



Faculty of
Pharmaceutical
Medicine

*Advancing the science and practice of
pharmaceutical medicine for the
benefit of the public*

Board of Examiners

of the Faculty of Pharmaceutical Medicine

Terms of reference and Examiner role and responsibilities

Contents

1	Board of Examiners	1
1.1	Terms of reference	1
1.2	Organisation.....	1
1.3	Responsibilities	2
2	Examiners	2
2.1	Maintaining Examiner status	2
2.2	Selection and appointment of new Examiners.....	3
2.3	Examiner responsibilities	4
3	Quality assurance	4
4	References.....	4
	Appendix: Responsibilities of Exam Group Chairs and OBoE members	5

Document	Version date	Approved by
Version 3	1 January 2017	Education and Standards Committee Board of Examiners

1 Board of Examiners

1.1 Terms of reference

(Extract of Section 15.4.1 of FPM Regulations) “The Board of Examiners shall be responsible for the conduct of all examinations held by FPM. These include the Examinations for the Diploma in Pharmaceutical Medicine (DPM), the Diploma and Certificate in Human Pharmacology (DCHP) and the Diploma in Experimental Therapeutics (DET) in accordance with regulations agreed by the FPM Board of Trustees. Changes to examination regulations will be approved by the Board of Trustees (major changes) or the Education and Standards Committee (minor changes). The Board of Examiners is responsible for these Examinations and in particular for setting and maintaining standards. The conduct of these Examinations is the sole responsibility of the Board of Examiners and its decisions on candidates are final. Regulations and procedures for handling appeals will be defined for each examination.

The Board of Examiners shall have a constitution. The Board will generally comprise at least fifty members. Collectively, the Board of Examiners shall have experience across the whole syllabus for DPM with specialist groups covering the syllabi for the DCHP and DET.

Existing members of the Board of Examiners, who may consult with others, shall make proposals for new members, who will be elected in a postal ballot or at a convened meeting of the Board of Examiners. New members of the Board of Examiners shall normally be FPM Members or Fellows who are active in the practice of pharmaceutical medicine, and ideally are on the Register of Specialists in the discipline. Where appropriate, Members or Fellows of one of the Medical Royal Colleges of the United Kingdom and, subject to approval by the FPM Board of Trustees, individuals of equivalent seniority in other disciplines with current expertise relevant to the work of the Board of Examiners, can be appointed.

The Board of Examiners shall submit an annual report to the Education and Standards Committee and to the Board of Trustees.”

1.2 Organisation

The day-to-day management of the Diploma in Pharmaceutical Medicine (DPM) is conducted by the Officers of the Board of Examiners (OBoE) comprising the Chair, Vice-chair, Examination Secretary and Panel Conveners for each part of the examination, and additional experienced examiners co-opted by the other members of OBoE.

The day-to-day management of the examination for the DCHP and DET is conducted by the DCHP/DET Examination Group.

The FPM Examinations and Standards Manager supports the activities of all sections of the BoE.

1.3 Responsibilities

The FPM Education and Standards Committee is responsible for the syllabus for the DPM and, through the DCHP Advisory Group, for the DCHP and DET. The Officers of the Board of Examiners (OBoE) and the DCHP/DET Examination Group may make suggestions for changes to the syllabi through these bodies.

For the DPM:

- OBoE will establish, review regularly and revise as necessary the candidate Guidance Notes and examination packs and also the Examination Regulations, also obtaining the required approval of any changes from the General Medical Council (GMC).

For the DCHP and DET:

- The DCHP/DET Examination Group will establish, review regularly, revise as necessary and obtain approval for the syllabus for the examination for the DCHP and DET.

Each examination group is also responsible for:

- Confirming eligibility of candidates for the examination.
- Setting examination papers and model/core answers, writing, selecting and editing questions provided by members of the Board of Examiners (BoE), ensuring that the syllabus is covered appropriately.
- Setting the pass mark using criterion-referenced standard setting procedures.
- Conducting the examination in accordance with the relevant Constitution, Operating Procedures and Regulations and/or approved and documented modifications.
- Identifying and training new examiners and maintaining the size of the Board of Examiners and its pool of expertise.

The above responsibilities should ensure compliance with the Academy of Medical Royal Colleges (AoMRC) "*Guidance for standard setting*" ¹ dated October 2015.

2 Examiners

2.1 Maintaining Examiner status

All existing members of the BoE, in line with adoption by the AoMRC and the GMC of the "*Requirements for Colleges and Faculties in Relation to Examiners and Assessors*" ², dated October 2014, must maintain all of the following requirements:

- *Be a Member/Fellow of, and in good standing with, the FPM.**
- *Be registered and in good standing with the GMC.**
- *Hold a licence to practise.**
- Attend a training day at least once every three years.
- Complete Equality and Diversity Training at least once every three years (available via the FPM).
- Submit at least one examination question (either MCQ or SAQ) every year.
- Make themselves available to invigilate or mark any of the exams at least once every three years.
- Have active involvement in any aspect of Pharmaceutical Medicine.

Examiners who retire from paid employment may continue as an Examiner for the calendar year of their retirement. Continuation as an Examiner thereafter is possible if they are able to demonstrate continued involvement in pharmaceutical medicine and maintain their licence to practise.

** Exception of these requirements for:*

- *Examiners who have expertise in any area of Pharmaceutical Medicine or examining and are invited by the FPM Board of Trustees to participate in the activities of the Board of Examiners but are not Members or Fellows of the FPM.*
- *Examiners who participate in the DCHP/DET Examination Group, who are not medically qualified but have extensive experience in clinical pharmacology and phase I units.*
- *International Examiners who hold full medical registration with their host country regulator (with entry on the specialist register/GP register where appropriate) and without limitation on their practice.*

2.2 Selection and appointment of new Examiners

New examiners may join the BoE. In order to do so, they need to maintain all of the standards as listed above for existing Examiners, plus, in order to be eligible, they must be experienced in pharmaceutical medicine, as evidenced by:

- Approval as an Educational Supervisor (ES) or Specialty Adviser (SA); or
- Hold a Certificate of Completion of Training (CCT) or Certificate of Eligibility for Specialist Registration (CESR) in Pharmaceutical Medicine; or
- Fall into one of the exemption categories listed above (*).

Potential new examiners are required to:

- Provide a curriculum vitae and a statement of support from a referee (** see note below).
- Undergo induction training comprising:
 - Active participation in a training day.
 - Shadow marking at least one short answer question (SAQ) for all candidates sitting a previous examination and discussing marks with an experienced examiner.
- Contribute at least two MCQs and one SAQ, ideally prior to the training day they attend so these can be discussed.

The suitability of potential new examiners will be assessed by the relevant examination group (OBoE or DCHP/DET). Those considered suitable will be recommended to the Annual Meeting of the full Board of BoE and subsequently submitted to the FPM Board of Trustees for ratification.

**** Note:**

- Referees must have a relevant professional connection with the nominee e.g. current or former manager, co-worker, ES or SA.
- Referees must be medically qualified and should be Members/Fellows of the FPM and/or a Member of the BoE.

2.3 Examiner responsibilities

The following summarises the responsibilities of members of the Board of Examiners:

- Maintain the required standards for Examiner status as detailed in Section 2.1.
- Carry out all duties with integrity and honesty.
- Ensure that the confidentiality of all examination materials is respected at all times; this includes but is not limited to the examination questions, results, candidate information, and proceedings of meetings at which examination papers or other tests are discussed or at which the results of examinations are discussed.
- Declare any potential conflicts of interest.
- Assist with other activities of the BoE as may be required from time to time, including standard setting, invigilation, decisions of policy.
- Participate in the Annual General Meeting of the BoE which includes adjudication of the DPM results.

Additional responsibilities for the members of OBoE and Chairs of the D/CHP/DET are tabulated in the Appendix.

3 Quality assurance

The FPM Board of Trustees are responsible for ensuring that the work of the BoE is in line with the required standards. This may include:

- Periodically checking that the Examiner database is regularly reviewed and includes date of maintenance of standards e.g. last attendance at a training day, revalidation status; and
- Observing activities at OBoE, Annual General Meeting or Training Day (confidentiality is mandatory as future exam questions may be discussed); or
- Any activities deemed relevant.

4 References

1. "Guidance for standard setting: A framework for high stakes postgraduate competency-based examinations" Academy of Medical Royal Colleges October 2015, available from <https://www.aomrc.org.uk/reports-guidance/standard-setting-framework-postgrad-exams-1015/>
2. "Requirements for Colleges and Faculties in relation to Examiners and Assessors" Academy of Medical Royal Colleges October 2014, available from <https://www.aomrc.org.uk/reports-guidance/requirements-for-examiners-and-assessors-1014/>

Appendix: Responsibilities of Exam Group Chairs and OBoE members

	Chair	Vice-chair	Examination Secretary
Specification	<ul style="list-style-type: none"> Member of Board of Examiners (BoE) Shall normally have Diploma in Pharmaceutical Medicine (DPM) 		
Elected by	<ul style="list-style-type: none"> Board of Examiners (BoE) 		
Ratified by	<ul style="list-style-type: none"> FPM Board of Trustees 		
Tenure	<ul style="list-style-type: none"> Initial tenure of three years, which may be renewed once for a further three years 		
Reporting to	<ul style="list-style-type: none"> FPM Board of Trustees Board of Examiners 	<ul style="list-style-type: none"> Board of Examiners 	<ul style="list-style-type: none"> Board of Examiners
Responsible for			
1.	Supported by OBoE and the D/CHP/DET Examination Group, ensuring that the BoE executes all its responsibilities	<ul style="list-style-type: none"> Acting as Deputy for the Chair of the BoE as required Supporting OBoE in the execution of all its responsibilities 	<ul style="list-style-type: none"> Supporting OBoE in the execution of all its responsibilities
2.	Chairing <ul style="list-style-type: none"> Meetings of OBoE (approximately 8 each year) Standard setting meetings Pre-adjudication meeting for DPM Annual General Meeting of the full BoE Checking minutes of meetings before distribution Participating in, where required <ul style="list-style-type: none"> Meetings of the D/CHP/DET Examination Group Pre-adjudication meeting for D/CHP/DET 	Participating in <ul style="list-style-type: none"> Approximately 8 meetings a year of OBoE Standard setting meetings Pre-adjudication meeting for DPM Annual Meeting of the full BoE 	Participating in <ul style="list-style-type: none"> Approximately 8 meetings a year of OBoE Standard setting meetings Pre-adjudication meeting for DPM Annual Meeting of the full BoE
3.	Preparation and presentation of an Annual Report to the Board of Trustees of the FPM		<ul style="list-style-type: none"> Approval of the eligibility of candidates for the DPM Reporting to OBoE when there is some uncertainty about or nonconformity with Regulations and discretionary action is proposed Giving advice to potential candidates about eligibility

	Chair	Vice-chair	Examination Secretary
4.	Communication the results of the examinations to candidates		Drafting, checking & approving communications with examiners and candidates
5.	Addressing requests for information from the Appeals Panel as needed		
6.	Ensuring provision of adequate training to members of the Board of Examiners		
Ex-officio member of	<ul style="list-style-type: none"> • Education and Standards Committee • Fellowship and Awards Committee • Co-opted member of the Pharmaceutical Medicine SAC 	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA

	Chair of D/CHP/DET Exam Group	Panel Convenors for DPM
Specification	<ul style="list-style-type: none"> • Member of Board of Examiners (BoE) • Qualified by significant current experience supported by appropriate qualifications in human pharmacology 	<ul style="list-style-type: none"> • Member of Board of Examiners (BoE) • Shall normally have Diploma in Pharmaceutical Medicine (DPM)
Elected by	<ul style="list-style-type: none"> • Board of Examiners 	
Ratified by	<ul style="list-style-type: none"> • FPM Board of Trustees 	
Tenure	<ul style="list-style-type: none"> • 3 years, renewable 	
Reporting to	<ul style="list-style-type: none"> • Board of Examiners 	
Responsible for		
1.	Chairing <ul style="list-style-type: none"> • Regular meetings of the Examination Group as require to fulfil the group’s objectives • Standard setting meetings • Adjudication meeting Attending and reporting to the Annual Meeting of the full BoE	Participating in <ul style="list-style-type: none"> • approximately 8 meetings a year of OBoE • Standard setting meetings • Pre-adjudication meeting for DPM Attending and reporting to the Annual Meeting of the full BoE
2.	Selecting sufficient appropriate members to allow the Examination Group to fulfil its responsibilities	Assisted by members of the BoE, setting the examination paper and model/core answers, writing, selecting and editing questions, ensuring that the syllabus is covered appropriately
3.	Training examiners within the Examination Group	Training examiners and potential new BoE members
4.	Assisted by members of the relevant Examination Group, ensuring that the Examination Group fulfils its responsibilities	