Faculty of
Pharmaceutical Medicine
of the Royal Colleges of Physicians of the United Kingdom

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ROLE DESCRIPTION

MEMBER, BOARD OF EXAMINERS
(including OFFICE OF THE BOARD OF EXAMINERS (OBoE))

Background

The Faculty of Pharmaceutical Medicine (FPM) is a charity and membership body for physicians who advance health through innovations in medicines, vaccines, medical devices, precision therapies, diagnostics, and digital health technologies. Our small team works closely with the Board of Trustees and our 1,600 members to deliver on our mission and our strategic objectives, to improve the health of the public around the world.

The Board of Examiners

The Board of Examiners is responsible for the conduct of all FPM examinations, in accordance with regulations agreed by the FPM Board. These include the examinations for the Diploma and Certificate in Pharmaceutical Medicine (DPM/CPM). The Board of Examiners is responsible for these examinations and 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.

The day-to-day management of the DPM/CPM is conducted by the **Office of the Board of Examiners (OBoE)**, comprising a Chair, Vice-chair, Examination Secretary, Paper Convenors and co-Convenors for each of the three parts of the DPM exam, and approximately three experienced examiners co-opted by the other members of OBoE.

Principal responsibilities and outputs

The principal responsibilities of the Office of the Board of Examiners (OBoE), are as follows.

- Establish, review regularly and as necessary revise the candidate Guidance Notes and examination packs and also the Examination Regulations
- Obtain the required approval for any changes from the General Medical Council (GMC)
- Confirm eligibility of candidates for the examination
- Set examination papers and model/core answers, write, select and edit questions provided by members of the Board of Examiners, ensuring that the syllabus is covered appropriately
- Set the pass mark using criterion-referenced standard setting procedures
- Conduct the examination in accordance with the relevant Constitution, Operating Procedures and Regulations and/or approved and documented modifications
- Identify and train new examiners and maintain the size of the Board and its pool of expertise
- Uphold FPM's Values of being Professional, Innovative, Caring, Collaborative, Credible and Learned, and abide by the FPM Code of Conduct for Volunteers

The role: all examiners

In line with adoption by the Academy of Medical Royal Colleges (AoMRC) and the GMC of the document, "*Requirements for Colleges and Faculties in Relation to Examiners and Assessors"* (October 2014), all current members of the Board of Examiners and the Office of the Board of Examiners must undertake the following key responsibilities:

- Submit at least two draft Multiple Choice Questions (MCQs) and at least one draft Short Answer Question (SAQ) every year
- Make themselves available to review the draft examination papers, participate in standard setting, or mark any of the exams at least once every three years
- Attend an examiners' training day at least once every three years (not mandatory for members of the D/CHP/DET exam group*)*
- Ensure that the confidentiality of exam materials, candidate information and the proceedings of meetings at which exam papers are set or exam results considered is respected at all times.
- Maintain the required standards for examiner status, including being able to demonstrate appropriate continuing professional development
- Attend the Annual General Meeting of the Board of Examiners and participate in any other activities as may be required from time to time
- Declare any potential conflicts of interest

All examiners will be required to complete Equality and Diversity Training at least once every three years (available via the FPM, or a certificate of completion of a company equivalent is acceptable)

Other responsibilities

- To act in compliance with the FPM's Governing Documents and Procedures
- To follow the guidance set out in the FPM's Committee Guidance Document
- To act in compliance with FPM's Policies, including its Equal Opportunities Policy
- To act in compliance with FPM's values

Additional responsibilities for the OBoE Paper Convenors:

- Participate in all OBoE, standard-setting and pre-adjudication meetings for the CPM and DPM
- Attend and report to the Annual General Meeting of the Board of Examiners
- Work with Board of Examiner members to set the exam paper and model/core answers: write questions, edit questions provided by BoE members, and select the exam questions to ensure appropriate syllabus coverage
- Ensure examiners are trained on the relevant paper

Additional responsibilities for the Examinations Secretary:

- Participate in all OBoE, standard-setting and pre-adjudication meetings for the CPM and DPM
- Attend and report to the Annual General Meeting of the Board of Examiners
- Advise on and/or confirm eligibility of candidates for the DPM
- Report to OBoE any uncertainty about or nonconformity with the exam Regulations and advise on discretionary action as appropriate
- Check / approve communications with examiners and candidates

More on the OBoE Paper Convenor and Examinations Secretary roles can be found in the document, "Board of Examiners: roles at a glance".

Additional responsibilities for the Chair are described in a separate document.

Time commitment

The Office of the Board of Examiners will normally each meet 10 times a year. These meetings will normally be held online.

Members of the Office of the Board of Examiners, including the Chairs, will usually serve a three-year term of office. They may be invited to serve for a further three-year term at the Board of Examiners AGM but may otherwise be asked to demit due to their not being able to attend meetings or contribute satisfactorily to the committee's work. They could choose to step down before serving a full three years, although ideally this would be at the end of an exam cycle. There is no limit on the number of terms an Examiner can serve.

PERSON SPECIFICATION

MEMBER, BOARD OF EXAMINERS
(including OFFICE OF THE BOARD OF EXAMINERS (OBoE))

Professional

Essential:

- GMC registered and in good standing.*
- A Member or Fellow of FPM in good standing.*
- 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.

Desirable:

- Included on the Specialist Register for pharmaceutical medicine.
- Committed to the development and promotion of the specialty of pharmaceutical medicine.
- An understanding of and an interest in contributing to FPM's education and training activities.
- Committed to continuing professional development.

Personal

Essential:

- Strong intellectual and analytical skills, independent judgement and the ability to offer constructive challenge.
- Strong interpersonal skills and the ability to work constructively with a diverse team.
- Willing and able to devote the necessary time and effort to fulfil the requirements of the role.
- Committed to FPM's values of being Professional, Innovative, Caring, Collaborative, Credible and Learned.

Additional requirements for members of the OBoE:

Desirable:

- Successful membership of a committee demonstrating positive contribution.
- Evidence of achievement in an activity or activities relevant to the work of the Committee.

Additional requirement for the OBoE Chair:

Desirable:

- Experience of chairing and/or leading formal meetings within a professional environment.

* Exceptions may be made to these requirements for:

- Members or Fellows of one of the Medical Royal Colleges of the United Kingdom and/or individuals of equivalent seniority in other disciplines who have relevant expertise in pharmaceutical medicine or examinations and are invited by FPM's Education & Standards Committee (ESC) to participate in the activities of the Board of Examiners.
- International examiners who hold full medical registration in another country

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