Faculty of Pharmaceutical Medicine

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

Board of Examiners Terms of Reference

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 examination groups are as follows.

For the Office of the Board of Examiners (OBoE), to:

- 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 respective 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 above responsibilities should ensure compliance with the Academy of Medical Royal Colleges (AoMRC) document, "*Guidance for standard setting*" (October 2015).

Changes to exam regulations will be approved by FPM's Education and Standards Committee (minor changes) or by the Board of Trustees (major changes).

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

Membership of the Board of Examiners

Membership of the Board of Examiners shall comprise at least 30 members who shall, collectively, have experience across the whole syllabus for DPM/CPM.

New members of the Board of Examiners may be proposed by existing members or recruited via a call for volunteers from amongst members of the FPM. Approval of new members of the Board of Examiners is the responsibility of the Officers of the Board of Examiners (OBoE). 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 included on the GMC Specialist Register for the discipline.

Where appropriate, 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 may be invited by FPM's Education & Standards Committee (ESC) to participate in the activities of the Board of Examiners.

Meeting frequency and location

The Office of the Board of Examiners will normally each meet 10-12 times a year. These meetings will normally be held online. Members and staff will also provide additional input on specific matters between meetings as required.

More detail on the time commitment is provided in the "Role description" document

Reporting and authority

The Board of Examiners and the Office of the Board of Examiners will report to FPM's Education and Standards Committee (ESC).

September 2026