



Clinical Director of Examinations

Job description

Appointed by:	Council
Responsible to:	Vice President for Learning
Accountable to:	The President
Term of office:	Three years from the date of the AGM in the year of appointment
Commitment:	Average of 2 Programmed Activities (PAs) per week (including attendance at relevant meetings) but weekly commitment can be variable

Introduction

The Royal College of Pathologists is a professional membership organisation with more than 11,000 fellows, affiliates and trainees worldwide. We are committed to setting and maintaining professional standards and promoting excellence in the teaching and practice of pathology, for the benefit of patients.

The College works with pathologists and promotes their interests at every stage of their career. We set curricula, organise training and run exams, publish clinical guidelines and best practice recommendations and provide continuing professional development. We engage a wide range of stakeholders to improve awareness and understanding of pathology and the vital role it plays in everybody's healthcare. Working with members, we run programmes to inspire the next generation to study science and join the profession.

We are committed to increasing diversity and inclusion within our organisation, as well as using our voice and platform to help make pathology as a profession more inclusive. This means reflecting critically on issues of diversity and inclusion within all that we do, identifying and taking appropriate actions to reduce inequality, and welcoming challenge.



We welcome applications from anyone regardless of their disability, ethnicity, heritage, gender, sexuality, religion or socio-economic background.

The College

This College has a key role in the professional aspects of pathology services in the development and delivery of health care. Those holding office in the College provide professional leadership, and thereby contribute at a national level to the maintenance and development of pathology services, and the quality of care that patients receive.

The College expects its office holders to be proactive, and to provide leadership not only in their own specialty but also in pathology in general, in the wider context of health services. The College's influence extends to all sectors of healthcare provision.

The College is its membership, and we aim to listen and be responsive to its needs. The coordination between international, national, regional and local activities is paramount. All office holders are expected to subscribe to these principles, and the local leads and regional Chairs are expected to provide the professional leadership within their region. The College is also expected to provide advice and guidance on specialty specific issues nationally, regionally and locally. The Specialty Advisory Committees provide professional leadership within their specialty.

Examinations Department

The Royal College of Pathologists, through the Examinations Department, develops and delivers all College examinations. The examinations department is also responsible for processing applications for College Fellowship by the submission of published works. Candidates with degrees in medicine, science, dentistry and veterinary practice are eligible to attempt the College examinations (depending on the eligibility criteria for different examinations).

Examinations sits within the Learning area of the College which is overseen by the Vice President for Learning and the Director of Learning, who is a member of the College's Senior Management Team. The department is managed by the Head of Examinations who works with Examinations Operations Manager, Clinical Director of Examinations, Vice President for Learning, Director of Learning, the Examinations Committee and examiners to deliver all College examinations.



The Head of Examinations manages and oversees all aspects of the implementation, administration and delivery of all examinations and applications for Fellowship by published works, establishing and maintaining internal procedures, developing and implementing policy and co-ordinating the work of the Chairs of the Panels of Examiners. The examinations department's responsibilities cover question setting, quality assurance and control, candidate relations, examiner relations and co-ordination and meeting regulatory requirements.

The Examinations Operations Manager and Examinations Co-ordinators oversee the day-to-day running of the examinations and deal with general enquiries from candidates and examiners. The Examination Content Officer supporting examination content management and digital examination platforms. The College's Psychometrician undertakes psychometric analysis of examination performance. The Examinations Policy and Quality Officer oversee all aspects of examinations policy and quality assurance and ensure that all relevant examinations are approved by the relevant regulator.

Purpose of the role

The Clinical Director of Examinations

- provides the College's strategic direction on all examination matters and those pertaining to published works, requiring a broad overview of the needs of all pathology disciplines.
- chairs the Examinations Committee and works closely with the committee to develop the College examinations in line with examinations framework and the respective specialty curricula.
- advises on the development of a coherent and integrated framework for a complex system of specialty examinations and oversees implementation that will also ensure compliance with the relevant regulators (e.g. the General Medical Council) and taking into consideration equality, diversity and inclusion.

The Clinical Director of Examinations may be appointed from any of the 17 pathology specialties and is bound by the Examiner Code of Practice during the tenure of their appointment. They will be expected to devote the equivalent of, on average, one day per week to this work and may also be expected to undertake some travel outside of the UK.



Responsibilities

The responsibilities are:

- Being up to date with changes in medical and scientific training and standards and be able to advise accordingly with regard to the examinations framework and policies, and supporting the Clinical Director of Training and Assessment in ensuring cohesive and complementary pathology curricula to support the future needs of the service.
- Chairing the Examinations Committee, up to 4 times per year including:
 - leading the development of the College examinations in line with the examinations framework, respective specialty curricula and relevant regulatory standards.
 - advising on and supporting the development of selection procedures, training, performance management and monitoring of all categories of examiners in all specialties.
 - overseeing the activities of the examinations panels and ensuring that appropriate systems for the quality assurance of examinations are in place.
 - developing and maintaining communication with Fellows through publications (e.g. the Bulletin) and conferences/meetings etc.
 - chairing short life working groups as required.
- Overseeing appointment of Exam Panel Chairs as and when required.
- Chairing the mitigating circumstances panel for additional examination attempts.
- Overseeing complaints where necessary, responding to Stage 1 appeals, supporting Stage 2 appeals as required and overseeing responses to cases of examiner misconduct.
- Working closely with the Head of Examinations, Director of Learning, Chairs of the Panels of Examiners, Quality Assurance Leads, the psychometrician and any other committees or individuals supporting the College examinations.
- Working closely with all College Clinical Directors, especially the Clinical Director of Training and Assessment (to ensure that the examinations keep pace with curriculum and assessment development) and the Clinical Director of International Activities (to identify and pursue relevant international opportunities concerning examinations).



- Attending the Trainee Advisory Committee, College Specialty Training Committees and Heads of Pathology Schools meetings.
- Actively participating in the annual New Trainees Welcome Days.
- Advising on the programme and participating in the programme for the annual Education Update.
- Promoting the College's standards and services with regard to examinations.
- Representing the College at all appropriate internal and external meetings regarding examinations, including the Academy Assessment Committee.
- Maintaining the Examinations Committee's profile in the College by reporting to Council as an observer.



Clinical Director of Examinations

Person specification

Requirements	Essential	Desirable
Knowledge and experience		
Fellow of the College	✓	
In active practice	✓	
Not currently subject to any investigations related to professional performance or probity	✓	
Broad overview of all pathology specialties	✓	
Experienced examiner in undergraduate medicine or postgraduate pathology	✓	
Extensive first-hand practical experience in the leadership and development of highly specialised examinations		✓
A demonstrable interest in education and assessment	✓	
Trained and up to date in all issues relating to equality and diversity	✓	
Postgraduate qualification in medical education or equivalent		✓
Skills and Abilities		
Ability to communicate effectively and develop effective working relationships on an individual basis with College colleagues and staff	✓	
Excellent verbal and written communication skills with the ability to write clear and concise reports, letters and communications	✓	
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Ability to make decisions and give guidance	✓	
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Ability to present effectively to an audience, using a variety of methods, and to respond to questions and queries	✓	
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Ability to take responsibility and show evidence of leadership	✓	
Qualities		
Excellent interpersonal and communications skills	✓	
Flexible and proactive attitude	✓	
Awareness of personal limitations	✓	
Proven experience of working constructively as part of a team	✓	
Proven experience in leadership and strategy development	✓	
Track record of achievement	✓	

