

## Clinical Director of Examinations

### Job description

<b>Appointed by:</b>	Council
<b>Responsible to:</b>	Vice President for Learning
<b>Accountable to:</b>	The President
<b>Term of office:</b>	Three years from the date of the AGM in the year of appointment
<b>Commitment:</b>	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.

### 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**

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 Examinations Manager who works with the Clinical Director of Examinations, Vice President for Learning, Director of Learning, the Examinations Committee and examiners to deliver all College examinations.

The Examinations Manager 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 co-ordination and regulatory requirements.

The Senior Examinations Co-ordinator and Examinations Co-ordinators oversee the day-to-day running of the examinations and deal with general enquiries from candidates and examiners. The Examinations Policy and Quality Officer oversees all aspects of examinations policy and quality assurance.

The Royal College of Pathologists, through the Examinations Department, develops and delivers the examinations shown in Appendix A.

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).

The focus of the department's work over the course of the next year is further development of the examinations e-management system, continued development in the quality assurance of the examinations, approval of examinations by the General Medical Council, expanding the number of exams recognised by HMRC for tax relief, review and development of examiner recruitment and training, and digitisation of examinations.

## **Purpose of the role**

The Clinical Director of Examinations may be appointed from our pathologist or scientist colleagues and from any of our 17 specialties. The Clinical Director of Examinations provides the College's strategic direction on all examination matters and those pertaining to published works. The Director should also advise on the development of a coherent and integrated framework for a complex system of specialty examinations and provide a strategy for implementation that will also ensure compliance with the relevant regulators (e.g. the General Medical Council). He/she 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. The Clinical Director of Examinations is bound by the Examiner Code of Practice during the tenure of their appointment. The Clinical Director of Examinations will need to have a broad overview of the needs of all pathology disciplines. The Director 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 overseas.

## **Responsibilities**

The responsibilities are:

- Providing leadership and strategic development for examinations and published works on behalf of the College.
- Advising on the development of a coherent and integrated framework for a complex system of specialty examinations and provide a strategy for implementation that will ensure

compliance with the relevant regulators (e.g. the General Medical Council) and equality and diversity policy.

- 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, taking into account the relevant specialty curricula and the future needs of the service.
- Chairing the Examinations Committee, which meets face-to-face twice a year and electronically twice a year:
  - leading the development of the College examinations in line with the examinations framework and the respective specialty curricula.
  - advising on and developing the selection procedures for training and the performance management and monitoring of all categories of examiners in all specialties, addressing all aspects of the College's examinations.
  - 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.
- 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 misconduct.
- Working closely with the Examinations Manager, Department, Director of Learning, Chairs of the Panels of Examiners, Quality Assurance Leads, the Statistics Advisor 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 Affairs (to identify and pursue relevant international opportunities concerning examinations).
- Attending the Trainee Advisory Committee and the College Specialty Training Committees twice per year.
- Attending the Joint Training Committee to discuss developments in pathology training and examinations with the Joint Royal Colleges of Physicians Training Board (JRCPTB).
- Actively participating in the annual New Trainees Welcome Days.
- 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
<b>Knowledge and experience</b>		
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		✓
<b>Skills and Abilities</b>		
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	✓	
Ability to make decisions and give guidance	✓	
Ability to present effectively to an audience, using a variety of methods, and to respond to questions and queries	✓	
Ability to take responsibility and show evidence of leadership	✓	
<b>Qualities</b>		
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	✓	

## **Appendix A**

The Royal College of Pathologists, through the Examinations Department, develops and delivers the following examinations:

**Stage A:** Stage A examinations are provided in Chemical Pathology and Histopathology only. Amongst other things, the remit of the Stage A examination is to indicate the capability and potential of a trainee through a test of applied knowledge and skills relevant to the Stage A curriculum for the relevant specialty.

**Certificates:** The remit of Certificate examinations is to assess specific elements of their respective curricula that are not included in a Fellowship examination.

**Diplomas:** Diploma examinations are provided in Dermatopathology and Forensic Pathology only and are set at a standard higher than the FRCPath examination.

**Fellowship:** Fellowship examinations are provided to doctors, scientists, veterinary pathologists and oral pathologists. Candidates who pass the FRCPath Part 1 are entitled to apply for Diplomateship status with the College (although this is not mandatory) and those who pass the FRCPath Part 2 are awarded Fellowship of the Royal College of Pathologists and are entitled to use the post-nominal of FRCPath (subject to complying with the conditions of membership).

**Advanced Specialist Diploma in Histopathology Reporting Stage A and Stage C examinations:** The Advanced Specialist Diploma in Histopathology Reporting Stage A and Stage C examinations are organised by the College for Biomedical Scientists working towards their IBMS qualification.