

Role description for item writer

1. Role details

Title	Item writer
Responsible to	College Council
Reports to	The Chair of Panel of Examiners

2. Appointment

Item writers are appointed by College Council on the recommendation of the Examinations committee. Individuals may be nominated by the relevant Specialty Advisory Committee (SAC) or the Panel Chair. Alternatively, applications from those who meet the person specification may be accepted following open advertisement by the College. The Examinations committee will normally take advice from the Panel Chair for that specialty in whether or not to accept an application or nomination.

Initial appointment will be for 5 years. Continuation as an item writer will be subject to review by the Panel Chair.

3. Role purpose

The remit of an item writer is primarily to produce questions for College examinations.

4. Key working relationships

- Panel chair for specialty.
- Examiners in specialty.
- Examinations team staff.



5. Person specification

Item writers should:

- hold at least the Part 1 examination in the relevant specialty
- be in active clinical practice or research
- normally work in United Kingdom Accreditation Service (UKAS) registered or accredited laboratories (where relevant to the specialty)
- be in a recognised training programme
- have evidence that they participate in external quality assessment schemes where appropriate.

6. General performance standards

Item writers must:

- keep up to date with scientific, medical and educational developments in the specialty
- be prepared to undertake examiner training (which includes equality and diversity training) arranged by the College.

7. Duties and responsibilities

Item writers have the responsibility to:

- provide questions when requested by the panel chair commensurate with the level of examination that the item writer has already passed
- maintain the confidentiality of the item bank
- inform either the Head of Examinations or Clinical Director of Examinations if there have been any questions raised about their professional performance (in



their day-to-day roles as well as when examining) as this might mean that candidates have grounds for appeal at a later stage.

