



The Royal College of Pathologists

Pathology: the science behind the cure

February 2022

Dear applicant,

RE: Examinations Development Assistant

Thank you for your interest in working for the Royal College of Pathologists.

Pathology is at the heart of modern healthcare. Pathologists work to prevent, diagnose, treat and monitor diseases and are involved in the diagnosis of disorders affecting every organ of the body, from before birth to after death. The majority of tests requested by doctors will be performed and interpreted by a clinical scientist or medically qualified pathologist.

This is a fantastic opportunity to join a Royal Medical College whose members are at the forefront of tackling the COVID-19 pandemic.

This role is responsible for supporting examination development, policy revision, and the analysis of examination results.

We are looking for someone with great communication skills, an eye for detail and accuracy, a positive attitude, and the ability to work as part of a team.

Please note that the **Examinations Development Assistant** role involves peak workload around examination periods. As it is essential that examinations run smoothly, there are restrictions on taking annual leave during peak periods, which include March-May and September-November.

To apply, please share your CV and complete a supporting information; and email it to recruitment@rcpath.org. The deadline for applications is **9am Tuesday 7th March 2022**.

If you apply for the post, I would be grateful if you would complete an optional anonymous diversity monitoring questionnaire to enable the College to monitor the diversity of applicants: [RCPath Diversity Monitoring Questionnaire](#)

If you would like to speak to someone about the role, please contact HR in the first instance on 020 7451 6700, or via recruitment@rcpath.org.

I look forward to receiving your application.

Yours sincerely,

Tharek Azad
Examinations Policy and Quality Officer

Examinations Development Assistant Job Description

Responsible to: Examinations Development Assistant

Working hours: Full time (35 hours per week)

Location: The Royal College of Pathologists, 6 Alie Street, London E1 8QT or any of the place(s) of business of the College as determined from time to time

Introduction

The College is a professional membership organisation dedicated to the advancement of the science and practice of pathology. There are currently approximately 12,000 members, all of whom are pathologists based in hospitals, universities and laboratories in the UK and overseas. The College's main tasks are to set and maintain training standards for young doctors and scientists, to advise on the appointment of consultants, to ensure the membership is kept up to date with current practice through the continuing professional development scheme, and to promote the latest developments in pathology by holding scientific meetings.

The College's mission is to promote excellence in the practice of pathology and to be responsible for maintaining standards through training, assessments, examinations and professional development.

The Examinations Department administers all aspects of the College's Fellowship (FRCPath), Diploma, Certificate, Stage A and BMS examinations and Fellowship by Published Works in 17 medical and non-medical specialties for approximately 2000 candidates per year. The Department's responsibilities fall under the following main headings:

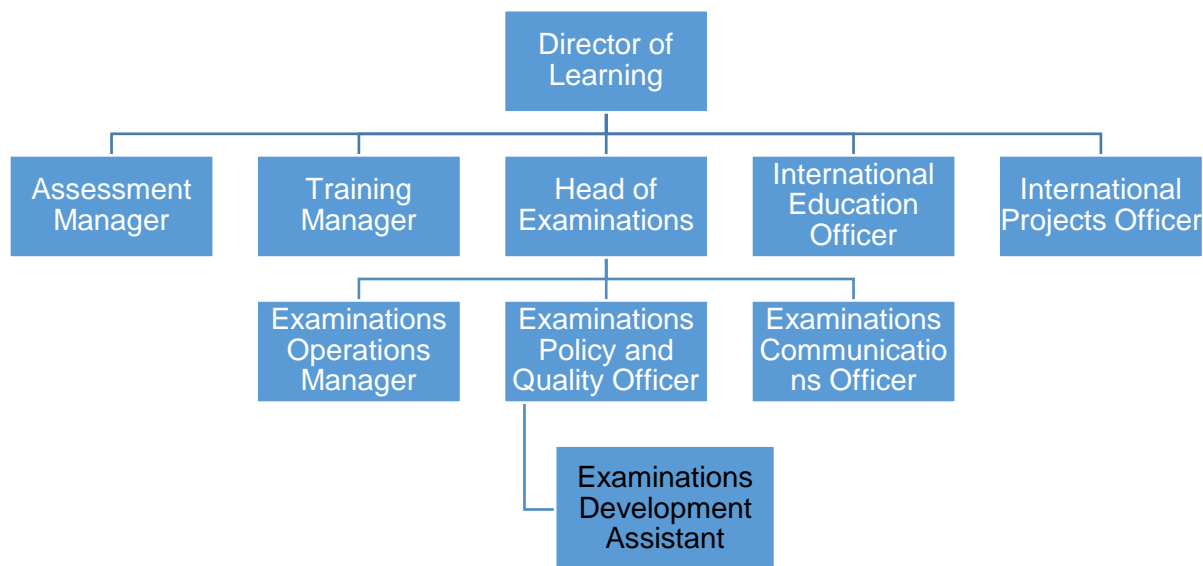
- Question setting
- Quality assurance and control
- Candidate relations
- Examiner management
- Regulatory requirements

Department/Team

The role of the Examinations Development Assistant is an administrative one providing support to examination development and review, the development and provision of feedback and analysis of examination results and supporting policy revision.

The Examinations Development Assistant will not normally be involved in the day-to-day delivery of the College's examinations but is expected to work closely with the Examinations Policy and Quality Officer, Head of Examinations, Examinations Operations Manager, and other staff in the

Examinations Department, the Clinical Director of Examinations, Director of Learning and the Examiner Panels to effectively deliver their responsibilities.



Key Responsibilities

Examination Management and Development

The post holder will work with the Examinations Policy and Quality Officer to:

- Establish a working knowledge of the General Medical Council's policies and procedures on the design, maintenance and approval of post-graduate assessment programmes.
- Assist with the development and implementation of new and revised examinations to underpin approved curricula
- Assist with the development and implementation of new formats for existing examinations as agreed by the Examinations Committee.
- Work with, where required, other regulatory bodies such as the National School for Healthcare Sciences and the Institute of Biomedical Sciences to assist with development of examinations in non-medical specialties.
- Work with the Examinations Policy and Quality Officer and the Quality Assurance (QA) Leads for each examination panel to produce statistical reports and compile them into an overarching cross-specialty report to present to the Examinations Committee.
- Monitor and review examinations as part of an ongoing quality assurance process for the specialty in conjunction with the QA Leads for each examination panel and work with the

Examinations Policy and Quality Officer to design and implement feedback and quality assurance methods, reporting on data, and recommending improvements for implementation.

- Monitor and suggest improvements to quality assurance resourcing and processes as required, including recruiting and managing Quality Assurance (QA) Leads for each examination panel; researching and providing data to enable QA Leads to perform their reporting role; collating responses from QA Leads and reporting on their results to the Examinations Committee; dealing with day-to-day queries from QA Leads.
- Provide generic and further feedback for candidates in all examinations provided by the College and work with the Examinations Policy and Quality Officer and Panel Chairs to ensure that this remains fit for purpose in line with guidance issued by the Academy of Medical Royal Colleges.
- Provide information as required for applications for approval of revised assessment systems to the General Medical Council or any other relevant regulator.
- Work with the Head of Examinations, Examinations Operations Manager and Examinations Policy and Quality Officer on development of the online examinations system

Statistical Reporting

- Analyse College examinations results to identify trends and inform the continued development of the examinations.
- Provide accurate examination statistics on an annual basis to the General Medical Council, ensuring that the statistics provided meet any changes in the GMC's requirements.
- Attend the Examinations Committee and provide statistical reports and analysis as required.
- Prepare statistics and any reports as required, including ensuring that data published on the College website regarding examination performance is up to date and accurate.

Policy and Guidance

- Assist with researching and drafting documentation to support the College's policy development in relation to examinations areas, including application of equality and diversity requirements (e.g. Public Sector Equality Duty) and data protection.
- Support the annual review of examinations guidance and regulations for existing examinations, redrafting documentation as required.
- Work closely with all staff in the Examinations Department to review examination processes and make recommendations for improvements where required.
- Liaise with candidates, examiners and staff in the Examinations Department to ensure that appropriate reasonable adjustments are put in place where required by candidates by responding to and implementing requests from candidates requiring reasonable adjustments to their examination

- Work with the Examinations Policy & Quality Officer and the Communications team to develop the department's social media strategy.
- Work with the Examinations Communications Officer to develop website content
- Contribute to the departmental forward plan and budget.

General duties

- Assist with the FRCPath, Diploma, Certificate and BMS examinations where necessary including invigilation duties, preparation of examination materials, despatch of examination scripts and compilation of examination results and lists. These tasks require a sustained level of mental demand and concentration, maintaining accuracy and attention to detail in an environment subject to competing demands.
- Be involved in consultation on College-wide policies, especially where relevant to Equality and Diversity and Data Protection matters.
- Assist the Examinations Policy and Quality Officer with responses to any such external or internal issues that might affect the Examinations Department as and when they arise.
- Undertake any other such duties and responsibilities as requested which are commensurate with this role.
- Keep abreast of relevant research and developments within own professional field.

Specific duties

- This role will include working occasional extended hours during examination sessions and will have periods where annual leave may not be taken or may be limited.
- This role requires a sustained level of mental demand and concentration, maintaining accuracy and attention to detail at all times.
- Some travel within the UK may be required including overnight stays.
- This role will involve a significant level of manual handling of examination material.

Scope and accountability

- Responsibility for planning: the Examinations Development Assistant is responsible for planning and prioritising their own tasks to meet with overarching departmental deadlines in order to deliver the examination sessions. The post holder is responsible for meeting strict deadlines and managing competing and changing priorities.
- Responsibility for decision making: the Examinations Development Assistant will resolve standard problems personally, referring more complex problems to their line manager. The post holder will use their subject knowledge to recommend solutions to problems in the area of examinations.

- Responsibility for resources: the Examinations Development Assistant is responsible for maintaining examinations data, information regarding candidates requiring reasonable adjustments to examinations and examination feedback.

Key relationships

The Examinations Development Assistant works closely with colleagues in the Examinations Department and the wider College and provides information and support to examination candidates and College Examiners, who are Fellows of the College and the Examinations Committee. The Examinations Policy and Quality Officer provides data and statistics on examinations to the General Medical Council and other external professional bodies.

Examinations Development Assistant

Person specification

Requirements	E	D
Qualifications / Experience / Knowledge		
Educated to A-level standard or equivalent	✓	
Some administrative experience	✓	
Experience of working in the medical/education sector, high-stakes or membership environment and/or experience of working under external scrutiny/regulation ideally in either an examinations or quality assurance setting		✓
Experience of legislative, regulatory, compliance or quality assurance requirements		✓
Experience of working under external scrutiny/regulation		✓
Skills / Abilities		
Effective written and verbal communication skills and the ability to communicate effectively with a wide range of people	✓	
Fully IT literate including advanced experience of working with spreadsheets	✓	
Experience of working with FileMakerPro		✓
Experience of undertaking quality assurance		✓
Reviewing and monitoring processes	✓	
Accurate statistical analysis including identifying trends		✓
Experience of working with databases and a broad understanding of their capabilities	✓	
Experience of proofreading documents	✓	
Experience of working with websites and social media platforms, including updating content		✓
Experience of working through change		✓
Qualities		
Ability to prioritise own workload and to cope under pressure	✓	
Ability to use own initiative and solve problems	✓	
Ability to work as part of a team	✓	
Ability to meet deadlines	✓	
Attention to detail	✓	
Ability to maintain confidentiality	✓	
Willingness to carry out routine tasks with focus for sustained periods of time	✓	
Willing to travel around the UK as required	✓	

Working for the Royal College of Pathologists

We offer a supportive working environment, promoting values of quality service, teamwork and partnership. We offer the following benefits to employees:

Competitive Salary	This role is grade 2, with a salary of £28,440 per annum with competence-based pay progression and depending on experience.
Hours	Standard working hours are 35 hours per week, Monday to Friday, 7 hours per day (excluding lunch hour)
Annual Leave	25 days per annum, plus bank holidays, increasing with length of service. There are restrictions on taking annual leave during peak periods, which include March-May and September-November.
College Closure Days	The Trustee Board every July decides whether it will close the College between Christmas and New Year.
Employee Discount Scheme	The College has an employee discount scheme operated through Reward Gateway. This scheme offers employees discounts and cashback with major retailers.
Pensions	Employees will receive an enhanced employers' contribution to pension scheme.
Interest-free season ticket loan	You may apply to the College for an interest-free loan to purchase an annual season ticket.
Employee Assistance programme	Through this programme employees have access to a confidential counselling service, health advice, emotional support as well as a comprehensive occupational health service.
Learning and Development	The College offers learning and development opportunities for all members of staff
Maternity Pay	Enhanced maternity pay, with up to 8 weeks at full pay, and 18 weeks at half pay.
Paternity Pay	Two weeks full pay.
Flexible Working	Flexible working is supported.

This is an example of current benefits provided, subject to eligibility requirements, and it is not contractual.



The Royal College of **Pathologists**

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The College's values and behaviours set out the kind of organisation we are, what is important to us collectively, and how we work to achieve success.

They apply to staff members, honorary officers and volunteers. We also share our values and behaviours with contractors and others working within the College.



Teamwork

We achieve excellence by working together.

- ☐ We collaborate, share knowledge and communicate plans.
- ☐ We involve the right people at the right time.
- ☐ We work cohesively towards common goals.
- ☐ We value diversity and the contribution and expertise of others.
- ☐ We provide, seek and act on constructive feedback.
- ☐ We approach tasks with energy and focus on positives.



Service

We support members to deliver the best patient care.

- ☐ We provide a welcoming, consistent and professional service.
- ☐ We listen to our members to understand and respond to their needs.
- ☐ We deliver impartial and accurate information and advice.
- ☐ We seek opportunities to improve the value of benefits for all membership categories.
- ☐ We are positive, open and transparent.
- ☐ We are reliable, delivering within agreed timescales.



Ambition

We aspire to provide the best quality services and lead innovation for pathology.

- ☐ We strive to be the best we can be. We are resilient and determined.
- ☐ We take managed risks and learn from our mistakes.
- ☐ We take a proactive and solutions-focused approach to our work.
- ☐ We use innovation and creativity to improve the quality and efficiency of our work.
- We are committed to continuous learning and development.