



ROYAL COLLEGE OF PHYSICIANS AND SURGEONS OF GLASGOW

Post Title: Associate Director of Surgical Examinations
Royal College of Physicians and Surgeons of Glasgow
232-242 St Vincent Street, Glasgow G2 5RJ

Date: May 2021

Background

Founded in 1599, we are the only multidisciplinary Royal College in the UK and home to over 15,000 physicians, surgeons, dental surgeons and specialists in the fields of travel medicine and podiatric medicine.

College Strategic Goal, Purpose and Values

Our strategic goal is to be the 'Go To' Royal College with a stated purpose to inspire and nurture our members to deliver the highest possible standards of care for their patients through a forward looking, progressive approach to training, assessment, career support and professional development. To deliver this, we embrace the values of the College namely; inclusive, community, integrity, innovative and inspiring.

The external environment in which the organisation functions is diverse and dynamic with changes not only in the governance of medical education and assessment but also to charity legislation, all of which impacts on the governance of the College.

Notes to Applicants

If you would like to discuss the position further, please contact the Director of Education and Assessment, Fiona Winter, via Helen Waland by emailing Helen.waland@rcpsg.ac.uk .

Applications for this post should be submitted via email in the first instance to:

Mrs E Mitchell
PA to Chief Operating Officer
e-mail: liz.mitchell@rcpsg.ac.uk

by Friday 21st May 2021 at 12 noon. Applications should comprise a covering letter, outlining qualifications, personal qualities, suitability for this role and reasons for wishing to undertake this role, together with a full curriculum vitae. Interviews will be held via Microsoft Teams on the morning of **Tuesday 25 May 2021.**

The College welcomes applications from those who have the necessary attributes for the post, regardless of gender, sexual orientation, marital status, disability, religion or ethnicity.

DATA PROTECTION

All personal information will be held in accordance with the Data Protection Act (2018) and the General Data Protection Regulation.



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Role Description

Associate Director of Surgical Examinations

Job Title:	Associate Director of Surgical Examinations
Location:	Education & Assessment Unit, Royal College of Physicians and Surgeons of Glasgow
Reports To:	Director of Surgical Examinations
Date:	May 2021

Overview of role

The Associate Director of Surgical Examinations (one of two Associates) will support the Director and Deputy Director of Surgical Examinations in providing a clinical leadership role in the IMRCS examination representing the College's interests within the Intercollegiate Committee for Basic Surgical Examinations' (ICBSE) as directed.

Key responsibilities

- Support the Director of Surgical Examinations in providing clinical input on behalf of the College in the development and delivery of examinations
- Contribute to the business of Surgical Examinations Board throughout the year as directed by the Director or Deputy Director of Surgical Examinations and in conjunction with the Education and Assessment team
- Assist with regular training of examiners to ensure maintenance of examiner panels
- Represent the College as Associate Director of Surgical Examinations on the ICBSE's Internal Quality Assurance (IQA) committee in the absence of the Deputy Director
- Deputise for the Deputy Director of Surgical Examinations as required on identified intercollegiate bodies and other committees as required (in particular ICBSE-related groups)
- Provide Lead Examiner cover for diets of MRCS Part B annually as directed by the Director of Surgical Examinations
- Provide clinical expertise to assist College staff in the identification and procurement of appropriate clinical props for MRCS Part B examination delivery
- Working with College staff, identify and secure involvement of patients for Glasgow Part B examination diets and identify clinical contacts who can assist in the recruitment of patients for examinations. (For applicants not based in the West of Scotland: Work with College staff to identify clinical contacts who can support the recruitment of patients for examinations)
- Undertake other duties as appropriate



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Person Specification

The Associate Director of Surgical Examinations should be a Member or Fellow of the College in good standing. They will have an active interest, knowledge, enthusiasm and commitment to education and assessment, with a working knowledge of the career progression of surgeons in the UK and internationally.

The successful applicant should have experience in examining the qualifications covered by this role, and have relevant experience in examination preparation. They may have held a role in medical education or have a qualification or accreditation and appropriate relevant experience.

They will demonstrate the following skills, knowledge and experience:

- Wide knowledge of postgraduate surgical education issues and familiarity with educational concepts
- Understanding of GMC regulatory framework and assessment principles
- Demonstrable interest in College Intercollegiate activity
- Extensive experience as IMRCS examiner with detailed knowledge of the examination
- Understanding of quality assurance in relation to examinations
- Currently practising as substantive NHS consultant and in good standing with employer, College(s) and GMC
- Leadership qualities
- Ability to work well in a team with excellent interpersonal and communication skills
- Evidence of achievement, commitment and initiative
- Tact and diplomacy
- Significant record of College or Intercollegiate activity

Dimensions of Role

(This information provides context and scale of the role)

Lead Clinicians

- Director of Surgical Examinations
- Deputy Director of Surgical Examinations
- Associate Director of Surgical Examinations (x 2)

Examiners

- 140 MRCS examiners

Examinations

- 3 annual diets each of IMRCS Part A and Part B OSCE examinations with a requirement to lead/examine at Part B

Committee membership

Meetings are currently held remotely – going forward there may be a hybrid approach requiring occasional attendance at specified locations.

Collegiate – per annum

- 3 meetings of the Surgical Examinations Board



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Intercollegiate – per annum

- Up to 3 meetings of IQA (Glasgow/Dublin/Edinburgh/London) (as required)

In addition, ad-hoc meetings will be held to discuss specific issues at various points throughout the year and input to various consultation documents is required. Regular contact with the Director of Education and Assessment, Deputy Head of Assessment, Surgical Examinations Manager and Examinations staff is required for exam delivery with demands peaking prior to and during diets of the IMRCS Part B OSCE examinations. Meetings can be held remotely.

Term

The Associate Director will serve for a period of four years in the first instance. This term may be extended by a further period of up to two years by mutual agreement.

Remuneration

This post is voluntary however all reasonable expenses will be reimbursed in line with the College policy. It is anticipated that the level of commitment is equivalent on average, to half a day per week.