



ROYAL COLLEGE OF PHYSICIANS AND SURGEONS OF GLASGOW

Post Title: FRCS Ophthalmology Part 1 Convenor
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 Quality Assurance and Question Bank Manager, Hilary Cameron, via Helen Waland by emailing helen.waland@rcpsg.ac.uk

The College acknowledge this role can be shared with another clinician and would accept the appointment of Co-Convenors.

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 21 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 **Friday 28 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.



Role Description

FRCS Ophthalmology Part 1 Convenor

Job Title:	FRCS Ophthalmology Part 1 Convenor
Location:	Education & Assessment Unit, Royal College of Physicians and Surgeons of Glasgow
Reports To:	Honorary Clinical Registrar, FRCS Ophthalmology
Date:	May 2021

Overview of role

The FRCS Ophthalmology Part 1 Convenor will support the Honorary Clinical Registrar by providing a clinical leadership role for the Part 1 examination with responsibility for leading the clinical input and maintaining the quality assurance standards for this part of the examination. The Part 1 examination focuses on basic sciences in relation to Ophthalmology. It is anticipated that the successful applicant(s) would identify examiners from the current examiner panel to establish a small group to support specific activities as detailed below.

Key responsibilities

- Creation and sign-off of two examination papers per annum each consisting of 160 multiple choice questions (MCQs) in basic sciences in relation to Ophthalmology
- Work closely with the Quality Assurance and Question Bank (QAQB) Manager to develop achievable timelines for creation of examination papers and delivery of standard setting meetings for each diet
- Select multiple choice questions for each diet from the question bank, ensuring adequate coverage of the syllabus by adhering to the blueprint
- During the proofreading stages of the examination paper compilation, complete clinical checks of questions in a timely manner as requested by the QAQB team, to ensure questions are current, clear and accurate
- At each diet, sign-off the final version of the examination paper
- As part of the post-exam process, review feedback received from candidates and work with the QAQB team and FRCS Committee to undertake actions as required
- Work closely with the QAQB team on the arrangements for each standard setting meeting, providing clinical input and guidance as required
- Lead two standard setting meetings a year with support from the consultant psychometrician and the QAQB team, ensuring best practice is followed to calculate a reliable cut score and make evidence-based decisions. In conjunction with the standard setting group review questions highlighted in the post-examination statistical report, and take decisions on questions to exclude from the paper or amend, ensuring fairness to candidates
- In conjunction with the consultant psychometrician and QAQB Manager, ensure that appropriate quality assurance processes are adhered to and exam standards maintained when setting the pass mark for each diet
- Review the post-examination performance report provided by the consultant psychometrician and assess any guidance given and actions to be taken, presenting areas for discussion at



ROYAL COLLEGE OF PHYSICIANS AND SURGEONS OF GLASGOW

meetings of the FRCS Ophthalmology Committee and working with the QAQB team to address any areas for development

- Working with the QAQB team, develop and maintain the question bank to support two examination diets per year, arranging support and input from the Examiner panel as required
- Conduct gap analysis of the question bank as required to direct question writing activity and for onward report to the FRCS Ophthalmology Committee
- Working with the QAQB team, arrange and attend a minimum of one question writing training sessions per year, presenting an overview of the question bank and supporting and encouraging the examiner panel to participate and submit questions
- Review and develop draft questions submitted by examiners, working with group members and the QAQB team, prior to adding them to the question bank
- Provide feedback to examiners as required on the quality of questions submitted, providing advice and guidance on developing question writing skills if necessary
- Maintain the confidentiality of the question bank and exam papers
- Review the blueprint for the Part 1 examination regularly to ensure it remains current with Ophthalmology practice
- Work with the Honorary Clinical Registrar, Chief Examiner, Part 2 Convenor(s) and Part 3 Convenor(s) as required on relevant matters relating to the FRCS Ophthalmology examination
- Attend the FRCS Ophthalmology Examination Committee and contribute to discussions regarding development of the FRCS Ophthalmology examination
- Undertake other duties as appropriate



ROYAL COLLEGE OF PHYSICIANS AND SURGEONS OF GLASGOW

Person Specification

The FRCS Ophthalmology Part 1 Convenor should be a Fellow of one of the Royal Colleges in the United Kingdom or Ireland in good standing. They will have an active interest in education and assessment, with knowledge of the career progression of Ophthalmologists.

The successful applicant should have experience in examining candidates for the FRCS Ophthalmology examination, and ideally have relevant experience in examination preparation.

They will demonstrate the following skills, knowledge and experience:

- Knowledge of postgraduate surgical education issues and familiarity with educational concepts
- Understanding of GMC regulatory framework and assessment principles
- Experience as a FRCS Ophthalmology examiner with good 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

Dimensions of Role

(This information provides context and scale of the role)

Lead Clinicians

- Honorary Clinical Registrar for FRCS Ophthalmology
- Chief Examiner for FRCS Ophthalmology
- Part 2 Convenor
- Part 3 Structured Oral Convenor
- Part 3 Clinical Convenor

External Stakeholders

- Consultant psychometrician

Examinations

- Two annual diets (Spring and Autumn), approximately 200 candidates per year
- Two examination papers with 160 MCQ questions per paper

Committee membership

- Two meetings of the FRCS Examination Committee – currently held remotely
- Attendance and two standard setting meetings per year - currently held remotely
- Attendance at one question writing training session per year – currently held remotely

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 Honorary Clinical Registrar, Deputy Head of Assessment, Quality Assurance and Question Bank Manager and Examinations staff is required for exam



ROYAL COLLEGE OF PHYSICIANS AND SURGEONS OF GLASGOW

delivery, governance and development, with demands peaking prior to and during diets of the FRCS Ophthalmology Part 1 examination. Meetings can be held remotely.

Term

The Part 1 Convenor will serve for a period of three 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.