



**FACULTY OF  
PAIN MEDICINE**  
of the Royal College of Anaesthetists

## **FFPMRCA Examination**

**FFPMRCA Examination  
(Selection and Appointment of Examiners  
and Question Writers) Regulations**

**(Active from) July 2014**

**List of amendments:**

Date	Description of change
Nov 17	New definition of the Executive

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## **1 COMMENCEMENT AND REVOCATION**

These Regulations will be known as the Faculty of Pain Medicine Examination (Selection and Appointment of Examiners and question writers) Regulations and will come into force on 1<sup>st</sup> July 2014.

## **2 DEFINITIONS**

The words and phrases in the left hand column will have the meanings attached to them in the right hand column:

<b>Board</b>	The Board of the Faculty of Pain Medicine
<b>BFPM</b>	The Board of the Faculty of Pain Medicine
<b>Council</b>	The Council of the Royal College of Anaesthetists
<b>Court</b>	The Faculty Court of Examiners
<b>Examinership term</b>	The standard duration of appointment for examiners
<b>Question writer term</b>	The standard duration of appointment for question writers
<b>Executive</b>	Executive of the FPMRCA Examination, consisting of the Chair and Deputy Chair of the Court and the Chair of the Training and Assessment Committee.
<b>Dismissal</b>	The removal of an examiner following a decision of the Board/Council
<b>Extension</b>	An increase in the duration of a standard examinership or question writer term.
<b>Faculty/FPMRCA</b>	The Faculty of Pain Medicine Royal College of Anaesthetists
<b>Job description (JD)</b>	The Job Description for the role of FPMRCA examiner or question writer (as specified)
<b>Person spec (PS)</b>	The Person Specification for the role of FPMRCA examiner or question writer (as specified)
<b>Re-appointment</b>	The appointment of an examiner who has retired within the previous two years for a further specified number of years as an examiner or re-appointment of a retired examiner to the role of question writer.
<b>Resignation</b>	The departure of an examiner or question writer at his/her request before the end of his/her full term of office.
<b>Retirement</b>	The departure of an examiner or question writer at the end of his/her term of office.
<b>Stand down</b>	An agreed period of time during which an examiner or question

writer is prospectively excused from all duties.

### **3 INTRODUCTION**

- 3.1** The requirement for Appointments to the Court of Examiners or for question writers of the Faculty examination will be reviewed annually with recruitment activated as required by the BFPM with advice from the Executive, following advice from the Head of the FPM and the Head of Examinations.
- 3.2** The size of the Court will be determined by the BFPM on the advice of the Executive. Appointments will be made for such a period as the BFPM may from time to time decide.
- 3.3** Sections 4 to 11 of these regulations deal with the appointment, selection and standards for FPPMRCA examiners. Sections 12 to 20 deal with the appointment, selection and standards for FPPMRCA question writers

## **FFPMRCA EXAMINER**

### **4 APPOINTMENT OF NEW EXAMINERS**

#### **4.1 Advertising vacancies**

Details of the selection process and vacancies for the following academic year will be openly advertised in such places online and publications as the Executive may decide, in sufficient time for a list of nominations to be presented to the BFPM.

#### **4.2 Examiner specification**

Applicants will be assessed against the FPPMRCA examiner person spec, as set out at Appendix A. In addition, throughout their term of examinership, examiners are expected to adhere to the duties and responsibilities set out in the FPPMRCA Examiner Job Description which is at Appendix B.

#### **4.3 Selection Procedures**

- 4.3.1** After the closing date for applications the Executive will compile a long-list of applicants who in their judgement, meet the criteria as listed in the person spec. Applicants rejected at this stage will be informed in writing of the reasons and, if appropriate, will be invited to re-apply when they become eligible.
- 4.3.2** The Executive, where appropriate, will make enquiries about specific applicants from Board Members, Regional Advisors in Pain Medicine and Local Pain Medicine Educational Supervisors who know the applicants.
- 4.3.3** At a subsequent meeting the Executive will confirm how many new examiners must be appointed to bring the Court of Examiners up to strength for the following academic year. Applicants are selected *on merit* for recommendation to the BFPM. The following factors will be considered:

- (1) The Application form judged against the PS and ability to carry out the JD

- (2) Reports from Executive members, where required.
- (3) In the selection process consideration will be given to an appropriate balance based on the following factors:
  - (a) Geographic distribution
  - (b) Types of hospital
  - (c) Special interests directly relevant to the examinations.
  - (d) Clinical vs academic
  - (e) Protected Characteristics

4.3.4 New examiners are normally appointed subject to a probationary period

#### **4.4 Examiner Training**

No examiner will take up his/her appointment until he/she has successfully completed a period of training approved by the BFPM. Mandatory training includes: Principles of assessment and taking part in mock exams. Before examining independently, the examiner elect must observe the SOE Clinical and Science components of the examination.

### **5 MAINTAINING STANDARDS**

#### **5.1 Examiner update**

Established examiners will be given regular training through the sharing of best practice. Question writer input will be monitored and evaluated by the lead for each section of the exam. All examiners and question writers are expected to undertake annual E&D training (see 12.1).

#### **5.2 Quality Assurance and Feedback**

All examiners will be subject to quality assurance. Feedback from QA assessors, post-examination surveys, complaints, reviews and appeals. Examiners average scores against the examiner cohort will also be used to inform examiners of their performance and standard.

### **6 EXAMINER REVIEW**

#### **6.1 Probationary Year**

New examiners will initially be appointed for a probationary period (including a minimum of two examinations). The Chairman of the Group will assess each examiner's performance and recommend to the Executive that the examiner should:

- 6.1.1 be confirmed in appointment;
- 6.1.2 continue as a probationer for a specified period; or
- 6.1.3 will not be confirmed in his/her appointment.

## **6.2 Routine Review**

At the end of every academic year the Executive will review the performance of all examiners. Examiners whose performance is considered to be unsatisfactory may be:

- 6.2.1 reviewed again after a further period determined by the Examination Executive, possibly with a requirement for further training;
- 6.2.2 asked to resign; or
- 6.2.3 dismissed in accordance with the Regulations.

## **7 STAND DOWN**

### **7.1 Approving requests to stand down**

Before the meeting to appoint new examiners, all existing examiners will be asked if they want to or are willing to stand down, a stand down period is normally for one academic year. The Examination Executive may approve requests to stand down, or ask examiners to stand down on the grounds of:

- 7.1.1 managing the number of new examiners to be recruited whilst maintaining the Court of Examiners at its approved strength.
- 7.1.2 individual professional or personal circumstances.

### **7.2 Extensions to examiners' terms**

Any examiner who is allowed/requested to stand down will automatically have their examinership term extended by one year. If an examiner is allowed/requested to stand down for a second or subsequent time, then normally they will be allowed to extend their examinership term again but the decision will be made on a case by case basis by the Examination Executive.

### **7.3 In-year requests to stand down**

If an examiner asks to stand down during an academic year, the Chairman of the Court of Examiners will at his/her discretion allow the examiner to be absent from the rest of that academic year's examinations. If the examiner at the time or subsequently requests that his/her term of examinership should be extended the decision will be made on a case by case basis by the Examination Executive.

### **7.4 Ill-health or Pregnancy**

If an examiner asks to stand down during an academic year through pregnancy or ill-health, the case will be treated as described in Regulation 7.1, with the following proviso: if they subsequently request an extension to their examinership term it will be automatically granted for one year. Further requests to extend their term of examinership, whether under the terms of this Regulation or Regulations 7.2 or 7.3; will be considered on a case by case basis by the Executive.

## **8 RETIREMENT AND RESIGNATION**

### **8.1 Retirement**

Unless otherwise approved by the BFPM, examiners must retire at the end of their appointed term or on ceasing to be active in clinical practice and in the education of trainees.

### **8.2 Resignation**

8.2.1 If an examiner wishes to resign it should normally take effect from the end of the academic year.

8.2.2 The BFPM reserves the right, acting on the advice of the Examination Executive, to ask an examiner to resign at any time (see Regulation 10 below).

8.2.3 An examiner who resigns may subsequently apply to be re-appointed for the balance of his term of office.

## **9 EXTENSIONS AND RE-APPOINTMENTS**

**9.1 Extensions:** On the advice of the Executive, the BFPM may invite examiners who are about to retire from examinership to extend their term of examinership by a specified number of years. Providing they intend to remain in clinical practise. In exceptional circumstances examiners who are near the completion of their ten year examinership, may continue as an examiner to a maximum of 1 year, after retirement from clinical practice, subject to approval by the Board

**9.2 Re-appointments:** On the advice of the Executive, the BFPM may invite examiners who have retired from examinership to return as examiners for a specified number of years. Providing they remain in active clinical practice.

## **10 CONFIRMATION OF APPOINTMENT**

Examiners will not be deemed to be appointed, re-appointed, extended, stood down, resigned or dismissed until motions to that effect have been formally approved by the BFPM.

## **11 DISMISSAL OF EXAMINERS**

If an examiner's performance or conduct consistently fails to reach an acceptable standard the Examination Executive may recommend to the BFPM that he/she should be asked to resign. If they refuse they should be dismissed. This procedure must be conducted in accordance with these Regulations.

## **12 EQUALITY AND DIVERSITY**

**12.1 Aims:** The Faculty of Pain Medicine aims to provide an environment for candidates that is free from discrimination and that no candidate receives less favourable treatment than another on the grounds of their protected characteristics. The Faculty will only assess candidates on the basis of performance and demonstrated competency. To achieve this, the Faculty will provide regular exam specific E&D training for examiners. Monitor examiner behaviour and review methods of assessment, exam policies and practices for fairness and relevance.

The Faculty is committed to enforcing its policy regarding equal opportunities for all and will not accept behavior from staff, examiners or candidates which constitutes an infringement to this policy or results in unlawful discrimination on any grounds.

**12.2 Data collection:** Diversity information on trainees, examiners and examination candidates is collected at registration with the Faculty, requests to confirm/update information will also be requested at application for examinership. By supplying this information, examiners, give their consent to its use for the following purposes:

- (1) to allow quality control of examinations
- (2) to assist in the provision of equal opportunities to all

A summary of the data collected is used in conjunction with examination data in annual reports and examinations statistics.

Data will not be used in a way that may discriminate against examiners or examination candidates, but will be used in the analysis of examination results in terms of examiner and candidate diversity. Anonymous data may be used to publish information about the assessment process.

## **FFPMRCA QUESTION WRITERS**

### **13 APPOINTMENT OF QUESTION WRITERS**

#### **13.1 Advertising vacancies**

Details of the selection process and vacancies for the following academic year will be openly advertised via the Faculty website and in such other publications as the Executive may decide, in sufficient time for a list of nominations to be presented to the BFPM by a date that it will from time to time decide.

#### **13.2 Question writer specification**

Applicants will be assessed against the FFPM question writer person spec, as set out at Appendix C. In addition, throughout their term of examinership, examiners are expected to adhere to the duties and responsibilities set out in the FFPMRCA question writers job description which is at Appendix D.

### **13.3 Selection Procedures**

12.3.1 After the closing date for applications the Executive will compile a long-list of applicants who in their judgement, meet the criteria as listed in the person spec. Applicants rejected at this stage will be informed in writing of the reasons and, if appropriate, will be invited to re-apply when they become eligible.

12.3.2 The Executive, where appropriate, will make enquiries about specific applicants from Council Members, Regional Advisors and Faculty Tutors who know the applicants.

12.3.3 At a subsequent meeting the Executive will confirm how many Question Writers are required to provide sufficient assistance to the Court of Examiners in the maintenance and review of the Faculty question banks. The following factors will be considered:

- (1) The Application form judged against the PS and ability to carry out the JD
- (2) Reports from Executive members, where required.

### **13.4 Question writer training**

No question writer will take up his/her appointment until he/she has successfully completed a period of training approved by the BFPM. Mandatory training includes: Principles of assessment, question styles and standards, and instructions on the use of the electronic question banks and the question writing forum/platform.

## **14 MAINTAINING STANDARDS**

### **14.1 Training update**

The Examinations Chairman will ensure that question writers are given regular updates regarding question content, changes to the curriculum or examination blue print question requirements, question bank software updates and examination changes. Question Writers are expected to undertake annual E&D training.

### **14.2 Quality Assurance and feedback**

Question writer input will be monitored and evaluated by the lead of the relevant section of the exam, (year one MCQ and year two Clinical and Science SOE). Feedback on commitment and the quality of their submissions will be used to inform question writers of their performance.

## **15 QUESTION WRITER REVIEW**

### **15.1 Probationary period**

New question writers will initially be appointed for a six month probationary period. The Chairman of the Examination will assess each question writer's performance, commitment and suitability to the role and recommend to the Examination Executive that the question writer should:

15.1.1 be confirmed in appointment;

15.1.2 continue as a probationer for a specified period; or

15.1.3 will not be confirmed in his/her appointment.

The Chairman of the Examination will advise the question writer of the Examination Executive's decision.

### **15.2 Routine Review**

At the end of every academic year the Executive will review the performance of all question writers. Examiners whose performance is considered to be unsatisfactory may be:

15.2.1 reviewed again after a further period determined by the Examination Executive, possibly with a requirement for further training;

15.2.2 asked to resign; or

15.2.3 dismissed.

The Chairman of the Examination will advise the question writer of the Executive's decision.

## **16 STAND DOWN**

As the term for question writer is two years, it is expected that those taking up the appointment will be able to confirm their availability for the two year term of this position and therefore a request to stand down would not normally be expected. However the Faculty recognises that due to unforeseen circumstances which could affect their commitment to the role, a question writer may need to request to stand down for a specific period of time to deal with other matters. Such requests will be dealt with on a case by case basis and a decision will be made to either extend the term to match the period of stand down or to reduce the term of contract to release the question writer from their duties forthwith.

## **17 RETIREMENT AND RESIGNATION**

### **17.1 Retirement**

Unless otherwise approved by the BFPM, question writers must retire from the role at the end of their appointed term or on ceasing to be active in clinical practice and in the education of trainees.

## **17.2 Resignation**

17.2.1 If a question writer wishes to resign it should normally take effect from the end of the academic year.

17.2.2 The BFPM reserves the right, acting on the advice of the Examination Executive, to ask a question writer to resign at any time (see Regulation 20 below).

17.2.3 An question writer who resigns may re-apply for the role and will be subject to the standard selection and appointment process.

## **18 EXTENSIONS AND RE-APPOINTMENTS**

**18.1 Extensions:** On the advice of the Examination Executive, the BFPM may invite question writers who are about to complete their two year term to extend by a further six months or one year period. Providing they intend to remain in clinical practise. In exceptional circumstances question writers who are near the completion of their two year term, may continue as a question writer to a maximum of one year, after retirement from clinical practice, subject to approval by the Board

**18.2 Re-appointments:** On the advice of the Examination Executive, the BFPM may invite examiners who have retired from examinership to return as question writers to a maximum of a two year term. Providing they remain in active clinical practice.

**18.3 Application for examinership:** On completion of their term, or prior to completion of their term, providing it does not affect their contractual duties as a question writer, a question writer may apply for the role of FFPMRCA examiner and will be subject to the standard selection and appointment regulations for that role.

## **19 CONFIRMATION OF APPOINTMENT**

Question Writers will not be deemed to be appointed, re-appointed, extended, stood down, resigned or dismissed until motions to that effect have been formally approved by the BFPM.

## **20 DISMISSAL OF QUESTION WRITERS**

If a question writer's performance or conduct consistently fails to reach an acceptable standard the Executive may recommend to the BFPM that he/she should be asked to resign. If they refuse they should be dismissed. This procedure must be conducted in accordance with these Regulations.

## **21 EQUALITY AND DIVERSITY**

**21.1 Aims:** The Faculty of Pain Medicine aims to provide an environment for candidates that is free from discrimination and that no candidate receives less favourable treatment than another on the grounds of their protected characteristics. The Faculty will only assess candidates on the basis of performance and demonstrated competency. To achieve this, the Faculty will provide regular exam specific E&D training for examiners and question writers. The question writer must consider the fairness and relevance of the content and material used to create questions.

The Faculty is committed to enforcing its policy regarding equal opportunities for all and will not accept behavior from staff, examiners, question writers or candidates which constitutes an infringement to this policy or results in unlawful discrimination on any grounds.

**21.2 Data Collection:** Diversity information on trainees, examiners question writers and examination candidates, is collected at registration with the Faculty. By supplying this information, trainees, examiners and question writers, give their consent to its use for the following purposes:

- (1) to allow quality control of examinations
- (2) to assist in the provision of equal opportunities to all

A summary of the data collected is used in conjunction with examination data in annual reports and examinations statistics.

Data will not be used in a way that may discriminate against examiners, question writers or examination candidates, but will be used in the analysis of examination results in terms of examiner, question writer and candidate diversity. Anonymous data may be used to publish information about the assessment process.

## Appendix A FPPMRCA Examiner Person Specification

<b>PROFESSIONAL REQUIREMENTS</b>	<b>Application and Selection</b>	<b>Examinership</b>
<b>Essential</b>		
A Fellow (FFPMRCA), excluding honorary fellowships, or Associate Fellow	√	√
Substantive Consultant/SAS grade in Pain Medicine	√	√
In good standing with the Faculty	√	√
Holds full registration, without limitation, with the GMC	√	√
In active clinical practice	√	√*
Able to commit at least 7 days per academic year or part time equivalent and approval from Trust to achieve this.	√	√
Has the expectation of completing at least 10 years in the role	√	
<b>Desirable</b>		
Able to demonstrate a special interest relevant to the balance of expertise required	√	
<b>PROFESSIONAL/TECHNICAL AND OCCUPATIONAL TRAINING</b>	<b>Application and Selection</b>	<b>Examinership</b>
<b>Essential</b>		
Demonstrates commitment to ongoing assessment, training and development as an examiner/trainer	√	√
Attendance at Equality and Diversity Training	√	√**
Participates in revalidation, including annual appraisal in current post, and adherence to CPD requirements	√	√*
<b>Desirable</b>		
Able to demonstrate the involvement in written and electronic publications that are of particular relevance to training/education and basic sciences of ICM	√	
Will have visited a FPPMRCA Examination within the last 5yrs	√	
<b>EXPERIENCE</b>	<b>Application and Selection</b>	<b>Examinership</b>
<b>Essential</b>		
At least five years-experience as a Substantive Consultant/SAS grade	√	
Active involvement and commitment to the education and training of trainees	√	√
<b>Desirable</b>		
Has held or holds an official FPM trainer post such as RAPM, LPMES etc.	√	
<b>SKILLS AND KNOWLEDGE</b>	<b>Application and Selection</b>	<b>Examinership</b>
<b>Essential</b>		
Excellent written and verbal communications skills	√	√

<b>SKILLS AND KNOWLEDGE</b>	<b>Application and Selection</b>	<b>Examinership</b>
<b>Essential</b>		
Demonstrates high professional standards as a trainer and/or examiner	√	√
Fully up to date with the requirements and practices of FPM	√	√
Demonstrates courtesy and fairness towards all trainees/candidates	√	√
Demonstrates an understanding of the level of knowledge, skills and attitudes required of a candidate to pass FPMRCA Examination components	√	√
<b>PERSONAL ATTRIBUTES</b>	<b>Application and Selection</b>	<b>Examinership</b>
<b>Essential</b>		
Highly self-motivated	√	√
Meticulous attention to detail	√	√
Ability to form excellent working relationships at all levels	√	√
Able to handle challenging people and situations with discretion, tact and diplomacy	√	√
Friendly and consultative attitude	√	√
Willingness to contribute to wider aims of training and assessment	√	√
<p>*In exceptional circumstances examiners who are near the completion of their ten year examinership, may continue as an examiner to a maximum of 1 year, after retirement from clinical practice, subject to approval by the Board.</p> <p>**On application E&amp;D training must have been carried out within the last 3 years. On acceptance of examinership, examiners are expected to undertake E&amp;D training specific to examinations on an annual basis (this is arranged and held at the RCoA).</p>		

## Appendix B - FPPMRCA Examiner Job Description

Job Title:	FFPMRCA Examiner
Responsible to:	The Chairman of the relevant Exam component
Accountable to:	The Chairman of the Court of Examiners
Liaison with:	The Examinations department/Faculty administration
Reference:	The FPPMRCA Examination (Selection and Appointment of Examiners and question writers) Regulations

### Background

The Faculty of Pain Medicine Fellowship Examination was introduced in 2012. The FPPMRCA examination is made up of two sections. The first is a Multiple Choice (MCQ). Upon successful completion of the MCQ, candidates sit a Structured Oral Examination (SOE). The MCQ comprises of 40 Multiple True/False (MTF), 25 Single Best Answer (SBA) Questions and 25 Extended Matching Questions (EMQ). The SOE comprises of two sections, Clinical Pain Medicine (SOE1) and Clinical Science (SOE2). The regulations of the examination are available on the FPM website.

### The Role

An FPPMRCA Examiner is one of a team of examiners (the Court of Examiners) responsible for assessing the performance of candidates taking part in FPPMRCA examinations. Examiners are recruited subject to a probationary year. Examiners will be expected to actively contribute to the continuous development of examination content, procedure and processes and will give the highest priority to the examination above all commitment.

### GENERAL DUTIES AND RESPONSIBILITIES

- Full commitment to the Faculty and the Examination processes
- Assessment and guidance of candidates
- Attendance and contribution to Core Groups
- Participation in induction and ongoing training programmes
- To uphold all examination regulations, policies and principles
- To observe and maintain the confidentiality and integrity of the FPPMRCA examinations

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### 1. Full commitment to the Faculty and its Examination processes

- To remain in good standing with the Faculty and hold full registration with the GMC
- To have the expectancy of completing at least 10 years as an examiner
- Attendance at two exam diets per academic year or part-time equivalent
- Attendance and/or contribution to joint writing days where required
- Active contribution to the development and submission of questions
- To actively participate in ensuring the examinations are of the highest standards
- To take part in the appraisal process as required

**2. Assessment and guidance of candidates**

- To examine all candidates in accordance with the FFPMRCA Regulations, marking schemes and examiner guidance
- To complete all marking processes in accordance with guidelines and templates
- To give full and fair consideration where appropriate, to equality and diversity whilst ensuring the integrity and validity of the examination is upheld
- Attendance at call-over, examiner meeting and briefings
- Timely attendance at examinations stations as allocated
- To provide clear and concise feedback to candidates regarding poor performance
- To actively assist in the Guidance of candidates

**3. Attendance and contribution to Core Groups and Working Parties**

- To keep the Chairman informed of relevant expertise and specific interests
- To attend meetings of Core Group/Working Party allocated, where possible
- Actively contribute to the duties of the Core Group/working party
- Regular submission of ideas and comments
- Participation in the standard setting and question setting processes
- To strive to take on a leadership role and provide assistance to others

**4. Participation in induction and ongoing training programmes**

- To attend the mandatory training programme as an examiner elect
- To undertake annual examiner Equality and Diversity Training Programmes
- To attend further training as required
- To seek involvement in the training of others

**5. To uphold all examination regulations, policies and principles**

- To be fully conversant with all FFPMRCA Examinations Regulations
- To keep up to date with examination changes
- To actively apply and promote the policies and principles of the Faculty
- To feedback examiner appraisal documents to departmental appraisers

**6. To observe and maintain the confidentiality and integrity of the FFPM examinations**

- To adhere to the terms and conditions of secure question banks and examiner websites
- To observe the confidentiality and copyright of examination content at all times
- To draw any matter causing concern to the attention of the Chairman.

Signed	<input type="text"/>	Date	<input type="text"/>
Print Name	<input type="text"/>		

### Appendix C - FFPMRCA Question Writer Person Specification

PROFESSIONAL REQUIREMENTS	Application and Selection	Question Writer Term
<b>Essential</b>		
Shall be a Fellow (FFPM) or Associate Fellow (AFPM)	√	√
Substantive Consultant/SAS grade in Pain Medicine	√	√
In good standing with the Faculty/College	√	√
Holds full registration, without limitation, with the GMC	√	√
In active clinical practice	√	√*
Able to commit at least 6 days per academic year and approval from Trust to achieve this.	√	√
Has the expectation of completing at least 2 years as a Question writer	√	
<b>Desirable</b>		
Able to demonstrate a special interest relevant to the balance of expertise required	√	
PROFESSIONAL/TECHNICAL AND OCCUPATIONAL TRAINING	Application and Selection	Question Writer Term
<b>Essential</b>		
Demonstrates commitment to ongoing assessment, training and development as a trainer	√	√
Attendance at Equality and Diversity Training	√	√*
Participates in revalidation, including annual appraisal in current post, and adherence to CPD requirements	√	√
<b>Desirable</b>		
Able to demonstrate the involvement in written and electronic publications that are of particular relevance to training / education in Pain Medicine	√	
Will have visited a FFPMRCA Examination within the last 5 yrs	√	
EXPERIENCE	Application and Selection	Question Writer Term
<b>Essential</b>		
At least three years-experience as a Consultant/SAS grade	√	
Active involvement and commitment to the education and training of trainees	√	√
<b>Desirable</b>		
Has held or holds an official FPM trainer post such as RAPM, LPMES	√	
SKILLS AND KNOWLEDGE	Application and Selection	Question Writer Term
<b>Essential</b>		
Excellent written and verbal communications skills	√	√

<b>SKILLS AND KNOWLEDGE</b>	<b>Application and Selection</b>	<b>Question Writer Term</b>
<b>Essential</b>		
Demonstrates high professional standards	√	√
Fully up to date with the requirements and practices of FPM	√	√
Demonstrates an understanding of the level of knowledge, required of a candidate to pass FPMRCA Examination components	√	√
<b>PERSONAL ATTRIBUTES</b>	<b>Application and Selection</b>	<b>Question Writer Term</b>
<b>Essential</b>		
Highly self-motivated	√	√
Meticulous attention to detail	√	√
Ability to work as part of a team	√	√
Friendly and consultative attitude	√	√
Willingness to contribute to wider aims of training and assessment	√	√
<p>*On application E&amp;D training must have been carried out within the last 3 years. On acceptance of the role of question writer, question writers are expected to undertake E&amp;D training specific to examinations on an annual basis (this is arranged and held at the RCoA).</p>		

## Appendix D - FFPMRCA question writer - Job description

Job Title:	FFPMRCA question writer
Responsible to:	The Chairman of the relevant Exam component
Accountable to:	The Chairman of the Court of Examiners
Liaison with:	The Examinations department and Faculty administration
Reference:	The FFPMRCA Examination (Selection and Appointment of Examiners and question writers) Regulations

### Background

The Faculty of Pain Medicine Fellowship Examination was introduced in 2012. The FFPMRCA examination is made up of two sections. The first is a Multiple Choice (MCQ). Upon successful completion of the MCQ, candidates sit a Structured Oral Examination (SOE). The MCQ comprises of 40 Multiple True/False (MTF), 25 Single Best Answer (SBA) Questions and 25 Extended Matching Questions (EMQ). The SOE comprises of two sections, Clinical Pain Medicine (SOE1) and Clinical Science (SOE2). The regulations of the examination are available on the FPM website.

### The Role

An FFPMRCA question writer will support the Court of Examiners in the further development of the FFPMRCA question banks. Those appointed as FFPMRCA question writers will work with the MCQ Core Group in the first year and the SOE Core Groups during the second year. They will work form part of the MCQ Angoff Group for their full two year term as FFPMRCA question writer. Question writers are recruited subject to a probationary six month period. Question writers will be expected give the highest priority to the duties and responsibilities for this role.

### GENERAL DUTIES AND RESPONSIBILITIES

- Full commitment to the Faculty and the Examination question development
- Attendance and contribution to Core Groups and the MCQ Angoff Group
- Participation in induction and ongoing training programmes
- To uphold all examination regulations, policies and principles
- To observe and maintain the confidentiality and integrity of the FFPMRCA examinations

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### 7. Full commitment to the Faculty and its Examination question development

- To remain in good standing with the Faculty and hold full registration with the GMC
- To have the expectancy of completing at least 2 years as a question writer
- Attendance and/or contribution to joint writing days where required
- Active contribution to the development and submission of questions
- To actively participate in ensuring that questions are of the highest standards
- To take part in the Angoff process for the MCQ examination
- Participate in the appraisal process as required

**8. Attendance and contribution to Core Groups and Working Parties**

- To keep the Chairman informed of relevant expertise and specific interests
- To attend meetings of Core Group allocated and the MCQ Angoff Group
- Actively contribute to the duties of the Core Group/Angoff Group
- Regular submission of questions, ideas and comments
- Participation in the standard setting and question setting processes where required

**9. Participation in induction and ongoing training programmes**

- To attend the mandatory training programme as a question writer
- To undertake annual examine specific Equality and Diversity Training Programmes
- To attend further training as required
- To assist in the training of other question writers where required

**10. To uphold all examination regulations, policies and principles**

- To be fully conversant with all FPMRCA Examinations Regulations
- To keep up to date with examination changes
- To actively apply and promote the policies and principles of the Faculty

**11. To observe and maintain the confidentiality and integrity of the FPM examinations**

- To adhere to the terms and conditions of secure question banks and examiner websites
- To observe the confidentiality and copyright of examination content at all times
- To draw any matter causing concern to the attention of the Chairman.

Signed	<input type="text"/>	Date	<input type="text"/>
Print Name	<input type="text"/>		

**INVOLVEMENT IN TEACHING, PUBLISHING, EXAMINATION PRACTICE AND REVISION COURSES:**

**Principles for examiners and question writers**

Examiners and question writers are expected to adhere to the following principles when involved with local teaching examinations practice and courses, or in the writing of revision textbooks<sup>1</sup>. *The declaration that an examiner takes on appointment clearly states that they agree to give the highest priority to the examination above other commitments.* The core principles are:

- 1 Examiner and question writers should support their local trainees and others on courses, whenever possible by helping in local teaching and delivering courses for the examinations.
- 2 An examiner or question writer may help and advise other local 'examiners' in such activities as standard setting, appropriate behaviour, time keeping.
- 3 For local teaching or text book writing, examiners and question writers should only use questions in the public domain or provided by the course organisers. It is inappropriate either to suggest topics or give more concrete examples of questions. This compromises both the FPMRCA examination and the integrity of the examiner concerned.
- 4 Examiners and question writers are expected to support the examination by developing questions for use in this examination. Such questions are to be kept strictly confidential and must under no circumstances be used in other situations/courses/books as such use would inevitably compromise the fairness and impartiality of the examination.
- 5 Examiners and question writers must be aware that there is a clear conflict of interest in being an examiner / question writer at the same time as managing or playing an equally significant role in a local examination preparation course or the writing of revision textbooks.
- 6 The Executive, as part of the annual re-appointment of examiners and question writers, will review any activity associated with local courses and take it into consideration when deciding on individual re-appointment.

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<sup>1</sup> Textbooks in this context includes electronic forms of publishing.