



Deputy Chair, Final Membership MFPH Examiners

ROLE DESCRIPTION

Accountable to the Chair of the Final Membership Exam and Director of Education, Standards and Advocacy in helping to deliver the Final Membership Examination. The Deputy Chair will work closely with Chair of the Final Membership Examiners to ensure the Final Membership Exam continues to be an appropriate, fair and rigorous examination of core Public Health knowledge and application of that knowledge as defined with the Final Membership Exam syllabus.

TENURE

3 years, renewable for a further 3 years subject to approval by the Academic Registrar and Faculty's Director of Education, Standards and Advocacy.

CORE RESPONSIBILITIES

- Support the Chair of MFPH Examiners, as required, in discharging their responsibilities, particularly with regard to the following:
 - Work with the Chair to organise a programme of development for examiners
 - Oversee the monitoring and compliance with standards and expectations of MFPH examiners
 - Work with the Chair to be key contact for the rest of the Faculty and more widely on the examination: deal with problems and enquiries from stakeholders, other institutions or academic departments and provide advice to candidates, examiners and others
 - Deputise as a member of the FPH Education Committee if the Chair is unable to attend
 - Liaise with the FPH Academic Registrar as needed
 - Attend the FPH Curriculum and Assessment Committee
 - Assist the Chair with examiner recruitment and retention: receive nominations, oversee the assessment and development of shadow examiners, recommend nominations for examiners to the FPH Education Committee, advise on the suspension and removal of examiners and produce the examiner support pack.
 - Assist the Chair in ensuring the standards of the MFPH examination are maintained in line with FPH and GMC requirements
- Lead on specified objectives and activities as agreed in the Membership Examination Development Committee (MEDC) Workplan
- Participate as a member of the Final Membership Examination Development Committee.
- Deputise as chair of the MEDC (Table 1)
- Share the role of Chief Officer for MFPH sittings (Table 2) with the Chair of MFPH examiners

Table 1

Chair of the Membership Examination Development Committee
<ul style="list-style-type: none"> • Chair MEDC meetings and work with the Lead Administrator to set the agenda and papers • Oversee the delivery of an annual MEDC workplan • Oversee the continuous quality improvement of the content and delivery of the MFPH examination • Provide regular training for membership examiners • Provide advice and support to candidates, examiners and officers as required • Respond to the Specialty Registrars' Committee feedback where provided.

Table 2

Chief Officer for MFPH sittings
<ul style="list-style-type: none"> • Share the role with the Chair of Examiners • Review and approve all OSPHE scenarios prior to each sitting in line with the Question Setting pipeline • Lead briefing for examiners and role players prior to each examination sitting • Provide support and advice to examiners and role players for each sitting • Function as replacement examiner as needed • Produce two reports from candidate and examiner feedback sheets, one for the Development Committee and one for examiners

PERSON SPECIFICATION**Essential:**

- MFPH/FFPH/Hon. Member for at least three years.
- Has experience of being a Final Membership Examiner.
- Has held a consultant or equivalent post for at least three years.
- Has good knowledge of the content of the Final Membership Exam syllabus and expert knowledge in at least one area.
- Must be well organised, have strong leadership skills and work well with a wide range of organisations and disciplines.
- Must be up to date with CPD and annual audit requirement.

Desirable:

- Has experience of teaching and examining in a relevant field.
- Has experience of setting and managing examinations.