

JOB DESCRIPTION – Vice Chair of the FRCA Examination

Job Title: Vice Chair of the FRCA Examination

Responsible to: Chair of the Examinations Committee

Accountable to: Education, Training & Examinations Board

THE PURPOSE

The purpose of the Examinations Committee is to:

1. To keep under review all strategic matters relating to the examinations for the Fellowship of the College and any other examination the College may from time to time decide to introduce.
2. To specify and keep under review the syllabi for the FRCA and FFPMRCA examinations.
3. To ensure examinations remain in line with the regulations and standards from the GMC.
4. To ensure that changes to the examination are planned, scoped and considered within the overall alignment and coherence of the assessment.
5. To ensure examiners are recruited and selected according to the needs of the examination delivery.
6. Report regularly to the ET&E Board and Council on all examinations-related issues and make recommendations to the ET&E Board, whether in the form of general proposals or as specific draft resolutions (and having first consulted any other committees/groups of the College with respect to any proposal affecting any matter falling within the terms of reference of that committee/group) regarding:
 - a. the number and names of persons to be appointed as examiners and the functions to be exercised.
 - b. the names of persons to be appointed as chair and deputies within the examiner board.
 - c. any changes the Committee may consider to be desirable in:
 - (1) the standard of the Fellowship Examination or any part of it
 - (2) the structure of the Fellowship Examination
 - (3) examination techniques, standard setting and marking systems
 - (4) the examination regulations and policies
 - (5) lay involvement in the Examinations process
 - (6) content, scope and timeframe of reviews of the examination
 - d. proposals or applications by any examination or examinations conducted by any College or Faculty of Anaesthesia outside the United Kingdom for the purpose of granting exemption to any part or parts of the Fellowship Examination either on a continuing reciprocal basis or on an individual ad hoc basis.

7. To offer advice either as a Committee or through the Chair on the conduct of examinations in respect of any matter on which such advice may be sought, including any instances of alleged misconduct by any party.

The Role

The Vice Chair of the FRCA Examination supports the Chair with the strategic direction of the FRCA examination and provides leadership to the Examinations Committee (EC). The EC reviews all strategic matters related to the FRCA examination components and any other exams the College may introduce.

The Vice Chair leads on dedicated elements within the responsibility of the EC in collaboration with and as directed by the Chair. These duties will include:

- Deputising for the EC Chair at EC meetings
- Deputising for the EC Chair at appropriate internal or external meetings and events, for example, ETE Board and Council (internal), Academy Assessment Committee (external), and residents groups such as the Anaesthetists in Training Representative Group (ATRG) and Anaesthetists in Training Committee (AiTC) (internal)
- Attending and collaborating with the Examinations Development and Assurance Group (EDAG)
- Working closely with the EC Chair, RCoA Head of Exams, Exams Team and examination groups for Primary and Final FRCA to support exam management and operational performance
- Helping ensure exams remain in line with GMC regulations and standards, ensuring all changes are planned and aligned within the broader College assessment strategy.
- Taking on projects to develop or support the examination from time to time in agreement with the Chair and Head of Examinations.

Tenure

- The initial appointment will be for a period of three years.
- An extension of up to three additional years may be granted, subject to satisfactory appraisal and performance.
- Performance will be reviewed annually by Exams Committee Chair, in collaboration with the Head of Exams or Associate Director ETE.
- Council, via Director for ETE, will have the final authority on all matters relating to the appointment and dismissal from this role.

Eligibility

Essential

- Minimum of five years of examiner experience on a standard or Retire and Return examiner contract
- Experience in a leadership role.
- Current clinical practitioner.
- Ability to dedicate personal and professional time, including support from their local Trust or Health board for the increased responsibilities, and attendance at leadership, board, and committee meetings.
- Knowledge and understanding of the principles of assessment.
- Experience chairing a committee.
- Experience in strategic planning and change management.
- Strong leadership, interpersonal, and organisational skills.

- Excellent oral and written communication skills.
- Must be in good standing with the GMC, RCoA / FICM / FPM.

Desirable

- An understanding of College governance.

Key Responsibilities

Objectives to be agreed at appointment and on an annual basis

Leadership and Strategic Direction

- Advocate for all components of the FRCA examination.
- Support the strategic direction and ensure alignment with College governance and financial structures.
- Champion the examination within the wider membership and externally.
- Support the Chair of the Examinations Committee, ensuring effective governance and activities.
- Liaise effectively with all exam teams, representatives, and working groups.
- Upholds the [vision and values of the RCoA](#).

Examination Management

- Collaborate closely with the Examinations Development and Assurance Group (EDAG), Primary Delivery Team (PDT), and Final Delivery Team (FDT) to support exam development and delivery.
- Deputise for the EC Chair as the EC representative on the ET&E Board.
- Provide advice on the conduct of examinations and assist in the management of any allegations of misconduct.

Operational Oversight

- Support moderation, review, and improvement of examination content and processes.
- Ensure exam quality is maintained and aligned with postgraduate medical education best practices.
- Engage in examiner appraisal processes and ensure examiner training programmes are delivered effectively.

EXPENSES

There is no direct remuneration for role, however the reasonable travel, accommodation and subsistence expenses shall be met in accordance with published College guidance, if required.

Signature

By signing this document, the appointee confirms that they have read and accepted the Role Description and Codes of Conduct provided with the appointment letter.

Signature:

Date:

Print Name: