

# Application Form for FRCA Examiner

(Closing date: Friday 21 May 2021)

Applications must be typewritten or completed in block capitals

Surname

First name

College Reference Number

GMC Number

Home address

Work address

Work telephone number

Home telephone number

Mobile number

Work email address

Home email address

## QUALIFICATIONS: (including CCT if applicable) (with dates)

Date

Qualification

**N.B.** To ensure anonymity the above details are removed from application forms prior to being despatched to the examinations committee to carry out the scoring and selection process.

I am a Fellow of the College:	Yes	No
I am in good standing with the College	Yes	No
I hold full registration, without limitation, with the GMC	Yes	No

If I am successful in my application, I would like to be considered for recruitment to:

<b>The Primary exam</b>	<b>The Final exam</b>	<b>Either</b>
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*Please note: The allocation of new examiners to examiner boards will depend on the requirement of the examination and the need to replace examiners retiring from both boards. Therefore, applicants may not be allocated to their preference in the first instance.*

**CURRENT APPOINTMENT: (including date of appointment).**

Date	Appointment
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**PREVIOUS RELEVANT EMPLOYMENT (consultant or SAS posts only, including locum posts):**

Date	Appointment
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**EVIDENCE OF ACTIVE INVOLVEMENT AND COMMITMENT TO TRAINING, ASSESSMENT AND EXAMINATION PREPARATION (max 400 words)**

(give examples of relevant formal and informal experience with dates):

## SPECIAL INTERESTS

### **EQUAL OPPORTUNITIES TRAINING: (within last 3 years – give date and attach certificate of completion)**

Date	Involvement and commitment to training and assessment
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**PUBLICATIONS:** (It is desirable that applicants are able to demonstrate the involvement in written and electronic publications that are of particular relevance to training/education and basic sciences of anaesthesia. **To ensure anonymity please do not enter your name in the list of authors, the committee will presume you are involved in the publications listed. Please give details below:**

Date	Publication
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Please explain why you wish to become an FRCA Examiner (max 300 words).

Names, addresses and emails of **your Clinical Director and Regional Advisor**, both whom will be asked to provide structured references:

1.

2.

I have read the person specifications and job description and believe I meet the essential requirements for this role.

I have spoken with my trust regarding applying for this role and I would be able to commit to 11 days or more per academic year.

I confirm that I do not have any restrictions or warnings against me practising medicine within the UK.

Signed

Date form completed

Please note that applicants should *not append a curriculum vitae*.

Applicants are requested to complete the attached Equal Opportunities Monitoring Form

This form must be returned (preferably by email), no later than 2.00 pm on Friday 21 May 2021.

Mrs Tanya Wright  
Education, Training and Examinations Directorate  
Royal College of Anaesthetists  
Churchill House  
35 Red Lion Square  
London WC1R 4SG

[twright1@rcoa.ac.uk](mailto:twright1@rcoa.ac.uk)

# Equal Opportunities Monitoring Form

**(This form will be detached from your application form prior to the selection process)**

The Royal College of Anaesthetists is committed to equality of opportunity and promoting diversity.

To help us monitor the effectiveness of our Equal Opportunities Policy, we would be grateful if you can complete the questions on this monitoring form and return it to The College representative who has provided this form. The information you provide will be treated in strictest confidence under the Data Protection Act 1998.

**PLEASE NOTE:** If you have provided the below information previously and your details have not changed, you are not required to complete this form unless you are applying for a job vacancy.

Thank you for your assistance.

College Reference Number (if applicable)

Post applied for (if applicable)

## Your age band

16–24

25–34

35–44

45–54

55–64

65+

Prefer not to say

## Your ethnic group

The ethnic groups are based on the Census 2011 categories.

### Asian or Asian British

Bangladeshi

Chinese

Indian

Pakistani

Other

### Black or Black British

African

Caribbean

Other

### Mixed

White & Black African

White & Black  
Caribbean

White & Asian

Other

### White

British

Irish

Indian

Pakistani

Northern Irish

Welsh

Gypsy or Irish

Northern Irish

### Other Ethnic Group

Arab

Any Other Ethnic Group

Prefer not say

### Your gender

Female

Male

Prefer not say

### Your religion or belief (please select the group you most identify with)

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

Any other religion or belief

No religion or belief

Prefer not to say

### Your sexual orientation

Bisexual

Gay man

Gay woman/lesbian

Heterosexual/straight

Other

Prefer not to say

### Do you consider yourself to have a disability according to the terms given in the Equality Act 2010?

The Equality Act 2010 protects people with disabilities. The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (ie has lasted or is expected to last at least 12 months) and adverse effect on the person's ability to carry out normal day to day activities.

Yes

No

Prefer not to say

### Is English your first language?

Yes

No

Prefer not to say

# Notes for Applicants

## Introduction

The Fellowship examination was restructured to the present two-part examination (the Primary and Final FRCA) in August 1996. A major change to the examination structure and marking system took place in 2009. The last examination review took place in 2015. Two changes to the Final FRCA exam were agreed: (1) Changes to the structure and format of the SOE from December 2018, and (2) A change to the format of the Final Written exam from September 2019. Further details of exam changes [can be found on the College website](#).

A further review is planned for 2021.

The regulations of the examination are published and are available [on the College website](#).

## Schedules

There are three sittings of the Primary FRCA OSCE and SOE: November, January and May each academic year, and two sittings of the Final FRCA SOE: December and June.

In addition; the Primary FRCA MCQ is held in September, November and February and the Final Written exams are held in September and March each academic year. Examiners are not required to attend Primary or Final written examinations.

The number of examining days for both parts is not expected to exceed five days at each sitting. Primary examiners; normally are not expected to participate in more than two examinations per year. Final examiners are expected to make themselves available for both Final SOE examinations and in addition, attend a post standard setting meeting following the Final Written exams (September and March).

Once the probationary period is completed, all examiners can expect to become a member of a core group – attendance at these meetings, and associated additional work, is considered an essential part of an examiner's commitment. The exam board make every effort to hold meeting during exam week but additional attendance may be required.

Therefore, after successful completion of the probationary year, examiners should be prepared to commit at least 12 days per academic year to examination and core group activities, as well as some additional work in their own time, such as question writing and marking of exam papers.

The published Examinations Calendar provides the appropriate dates and may be accessed via the examinations [pages of the College website](#).

## Selection and appointment process

All details regarding selection and appointment can be found in the Primary and Final Examinations (Selection and Appointment of Examiners) Regulations 2018 (the Regs). The Regulations [are available on the College website](#).

Applicants shall be assessed against the FRCA Examiner Person Specification (Appendix A of the Regs) and if selected are expected to adhere to the duties and responsibilities set out in the FRCA Examiner Job Description (Appendix B of the Regulations).

## Vacancies

Examiners will be recruited to the Final and Primary examinations. Precise numbers of vacancies in each board are not known at this time but normally reflect the number of retirements from the current Boards of Examiners. Examiners may not always be allocated to their exam board preference at the first instance but can request to change to Final or Primary once they have completed their first (probationary) year.

## Commitment

The Education, Training and Examinations Board (the board) expects all examiners to make a full commitment to the examination to which they have been appointed, with the minimum time commitment identified above. **It is expected that this duty will take precedence over all other commitments unless there are exceptional circumstances** when any such leave of absence must be approved by the Chairman of the appropriate examination.



## Retirement

Please note that any examiner retiring from clinical practice during an academic year is normally required to retire from examining. Although the board may approve continuation of examining or exam duties, to the end of the academic year in which an examiner retires, conditions apply.

## FRCA examination structure and marking systems

The structure and marking systems of all FRCA examination components can be found at Appendix 1 and 2 of the Primary and Final FRCA Examination Regulations.

## Training

Before taking up their appointment duties all successful applicants are required to attend an examiner training day at the College. This includes principles of assessment and taking part in mock exams. This takes place on a Friday in October prior to the November sitting. New examiners who are unable to attend this training day will have their appointment deferred until the following year. Before examining independently, the examiner elect must observe the examination and will therefore be invited to visit the Primary OSCE/SOE at the May sitting. All examiners are expected to undertake annual exam specific E&D training.

If you require any other information, please do not hesitate to contact the Head of Examinations, Fiona Daniels:

## Education, Training and Examinations Directorate

Royal College of Anaesthetists

Churchill House

35 Red Lion Square

London WC1R 4SG

Examinations telephone: 020 7092 1521

Head of Examinations: Fiona Daniels ([fdaniels@rcoa.ac.uk](mailto:fdaniels@rcoa.ac.uk))



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Churchill House, 35 Red Lion Square, London WC1R 4SG

020 7092 1500 | [exams@rcoa.ac.uk](mailto:exams@rcoa.ac.uk) | [rcoa.ac.uk/examinations](http://rcoa.ac.uk/examinations)

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December 2020