Lead Examiners for the Higher Specialist Scientist Training Programme

Introduction

This document defines the minimum requirements for appointment by the National School of Healthcare Science (the School) as a Lead Examiner for the Higher Specialist Scientist Training (HSST) programme. It is based on recommendations from the Academy of Medical Royal Colleges for examiners in postgraduate medical specialties and modelled on particular requirements of the Royal College of Pathologists.

The School wishes to invite nominations for Lead Examiners from the appropriate specialist Professional Body of those individuals who meet the following eligibility requirements with respect to selection, training, performance management, duration of appointment and collection of equality and diversity data.

Eligibility for nomination as Lead Examiner

The following requirements are essential on appointment and will remain as requirements throughout the examiner’s term of service. Appointments are usually for a period of five years. A change in status must be notified to the School.

It is expected that all HSST Lead Examiners will be registered as a clinical scientist or on the GMC Specialist Register with a licence to practise.

This means, they will need to:

- Undergo an appropriate annual appraisal and maintain their status in relation to revalidation covering the scope of their practice
- Fulfil CPD requirements that would cover the scope of the specialty curriculum as it pertains to the exams that they usually cover
- Be subject to the usual quality assurance arrangements pertaining to their examination, which will confirm their competence as an examiner.

All examiners must be able to demonstrate an understanding of the legal duties of an examiner in relation to equality, diversity and human rights, and the guidance issued by HEE on the relevant issues, e.g. personal beliefs.

- Be a member in good standing within the nominating Professional Body.
- Be in a substantive consultant (or equivalent) post for at least three years, and able to demonstrate awareness of the training standard required of the candidates, before becoming an examiner.
- Provide evidence (for example, with references) to confirm that their employer and/or clinical colleagues agree to the examiner taking up this role, if appropriate.
- Be able to provide evidence of satisfactory completion of examiner training after selection.

Those who wish to examine but who work in the private sector and are not employed in the NHS must meet all the requirements noted above.

However, in the case of certain specialties where consultant appointments are not widely available the relevant Professional Body will then be required to certify their nominee’s eligibility criteria taking into account the principles above.
Role Descriptor for Lead Examiner

Title: Lead Examiner in (specify specialism)

Reports to: Head of Education and Assessment at the National School of Healthcare Science

Works with:
(a) Head of National School.
(b) Head of Education and Assessment, National School.
(c) Programme Director for HSST, National School.
(d) Examiners in specialty.
(e) The relevant examinations coordinator within the National School

Supported by:
(a) Administrative and clerical staff at the National School

Appointment: The Lead Examiner is appointed by the School following nomination by the appropriate representative professional body. Nominations should be submitted by the professional body on the appropriate form (Appendix 1) and should be accompanied by a brief CV from the nominee. The School will review and confirm such nominations taking advice where appropriate. An initial appointment will be for 5 years. Continuation as a Lead Examiner will be subject to review by the Head of Education and Assessment at the School.

Purpose:
(a) To lead on the components of HSST exit and IAPS for the specialism.
(b) To oversee the organisation, delivery, standard setting and marking of the IAPS in the specialty.
(c) To ensure that equitable standards are maintained throughout the process.
(d) To contribute to and manage the development of an appropriate data bank of research and service papers for use in the IAPS and an associated set questions.
Role Requirements:

(a) normally registered as a clinical scientist or on the GMC Specialist Register with a licence to practise and undertaking Continuing Professional Development and participates in annual appraisal with their employer;  

(b) should have experience as an examiner with an interest in taking a lead role in this component of assessment for the specialty;  

(c) should be in active clinical practice or research;  

(d) should normally work in an accredited laboratory (where relevant to the specialty);  

(e) must be involved in training and educational supervision and aware of the HSST programme structure in their specialism;  

(f) should be in a substantive consultant (or equivalent) post (minimum 3 years);  

(g) should be able to evidence the agreement of their employer and/or clinical colleagues to undertaking this role;  

(h) should be able to demonstrate an understanding of the legal duties of an examiner in relation to equality, diversity and human rights, and compliance with guidance issued by HEE on the relevant issues, e.g. personal beliefs; and  

(i) should agree to undertake examiner training after appointment.

Occasionally, it may be necessary to appoint Lead Examiners who do not fulfil all of the above requirements in order to obtain particular expertise, but the above should be the norm.

Responsibilities:  

Lead Examiners:

(a) must keep up to date with scientific, medical and educational developments in the specialty, to ensure that the IAPS components remain relevant;  

(b) are expected to attend any relevant meetings; and  

(c) should ensure that arrangements for the Exit and IAPS are completed in good time, and that examiners assess the candidates in accordance with a pre-defined marking scheme; and  

(d) must report timeously to the Head of Education and Assessment at the School.
The Lead Examiner has the responsibility to:

(a) work closely with the Programme Director for HSST, the Education and Assessment Lead for the School and staff in the Education and Assessment section of the School to produce, develop and deliver the relevant components for Exit and IAPS;

(b) ensure that there is an adequate number of examiners to deliver the IAPS in their specialty, and for identifying appropriate individuals to examine in that area;

(c) liaise closely with the Education and Assessment section of the School to ensure that examiners are available for all components of delivery of the exit and IAPS process;

(d) maintain close contact with the Education and Assessment section of the School to deal with queries and questions promptly. All queries from candidates should be channelled through the School; direct queries to the Lead Examiner should be forwarded to the School. The Lead Examiner should investigate and respond promptly to questions and complaints passed on by the Education and Assessment section of the School;

(e) maintain records to ensure the integrity and reproducibility of the process. This should include maintaining an appropriate data bank of research and service papers for use in the IAPS and associated set questions;

(f) ensure that the IAPS process is conducted in the most efficient and economical way within the framework of the School’s financial guidelines; and

(g) inform either the Head of Education and Assessment or the Head of School if there have been any questions raised about their professional performance, in their day to day roles as well as when examining, as this might mean that candidates have grounds for appeal at a later stage.
Appendix 1

Nomination as Lead Examiner Form

<table>
<thead>
<tr>
<th>Nominating Organisation:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialism:</td>
<td></td>
</tr>
<tr>
<td>Name of professional body and nominating organisation:</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Name of authorised officer within organisation:</td>
<td></td>
</tr>
<tr>
<td>Position within organisation:</td>
<td></td>
</tr>
<tr>
<td>Email address:</td>
<td></td>
</tr>
<tr>
<td>Contact phone number:</td>
<td></td>
</tr>
<tr>
<td>Contact mobile number:</td>
<td></td>
</tr>
</tbody>
</table>

Confirm that the nominee meets these eligibility criteria:

- [ ] a) Is a registered healthcare scientist or on the General Medical Council specialty register, or other relevant professional register
- [ ] b) Is a member of the professional body in good standing
- [ ] c) Is in a substantive consultant (or equivalent) post for at least the last three years
- [ ] d) Has significant demonstrable experience in teaching, training and assessment and of the required standard of training at HSST
- [ ] e) Is in active practice
- [ ] f) Demonstrates current and relevant professional development activities
- [ ] g) Has completed Equality and Diversity training within the last three years

Confirm that the nominee satisfies all of the above eligibility criteria required to undertake the role of lead examiner in the specialism

- [ ] Yes
- [ ] No

If you answered 'No' to the above question please provide the mitigating circumstances why this nomination should be accepted on a separate page.

Signature of authorised officer: ___________________________  Date: ____________
## Nominee details:

<table>
<thead>
<tr>
<th>Title and Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td>Contact phone number</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Registration Body and Number</td>
<td></td>
</tr>
<tr>
<td>Relevant Professional membership and Number</td>
<td></td>
</tr>
<tr>
<td>Confirm you meet/agree with the eligibility criteria outlined above</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>If you answered ‘No’ to the above question please provide the mitigating circumstances why you believe your nomination application should be accepted on a separate page.</td>
<td></td>
</tr>
<tr>
<td>Brief CV attached to application</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

## Employer details

<table>
<thead>
<tr>
<th>Employer Organisation Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Organisation Address</td>
<td></td>
</tr>
<tr>
<td>Manager contact name</td>
<td></td>
</tr>
<tr>
<td>Manager contact email</td>
<td></td>
</tr>
<tr>
<td>Manager contact phone number</td>
<td></td>
</tr>
<tr>
<td>Confirm your employer and clinical colleagues has approved your application</td>
<td>☐ Yes ☐ No ☐ Not applicable</td>
</tr>
<tr>
<td>If you answered ‘Not applicable’ to the above question please provide the reasons why on a separate page.</td>
<td></td>
</tr>
</tbody>
</table>

## Declaration by Nominee

I confirm the information provided is correct and that if successful I undertake to meet the requirements and responsibilities of the role of Lead Examiner as defined in the Role Descriptor.

<table>
<thead>
<tr>
<th>Signature of Nominee:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Date received by School | Date approved by School | Date confirmation sent to Nominee and Professional Body