Role Description and Eligibility Requirements for IPEM Professional Contributor

Role	**External Moderator for Clinical Technologist Training Scheme**
Term of Office	Ongoing
No of Meetings	At least one visit per year to the trainee at their workplace Participating in the final viva process when required Attendance at the annual training day
Appointment starts	As soon as possible
Description of the role	The External Moderator ensures that the professional standards required by the IPEM are fulfilled. In this respect the External Moderator has two main roles relating to the Training Centre and the trainee: • To consult with the Training Co-ordinator, the Training Supervisor and the trainee and advise on any problems associated with the training scheme both from the viewpoint of the Training Centre and of the trainee. Any unresolved issues will be reported to the Chief Moderator. • To assess and monitor the progress of the training and act as an IPEM appointed moderator for assessments carried out locally by the Training Centre. More specifically, duties include: • Maintaining competence as an IPEM External Moderator by routinely attending IPEM training days. • Liaising with the Training Centre through the Training Co-ordinator and/or the Training Supervisor. • Visiting the trainee at least once per year. • Ensuring the department is providing adequate training support to the trainee. • Confirming trainees academic qualifications and competency lists are consistent with IPEM requirements. • Reviewing the APEL evidence. • Providing guidance and advice on the training or the training process. • Reviewing the training progress. • Participating in case based discussions during the training period to assess understanding. • Carrying out practical assessments and coordination with Training Supervisor's practical assessments. • Completing the External Moderator visit reports and returning them to the Chief Moderator. • Reviewing and assessing the training portfolio according to the marking scheme. • Liaising and consulting with the Supporting Moderator and Training Supervisor over the portfolio score. • Liaising with the Training Supervisor over a suitable assessment score for the practical skills.

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	• Providing documentary evidence of assessments performed. Sufficient records of the assessment should be made in order to support any decisions. The notes should be submitted together with any relevant comments to IPEM to support any final marking. • Making recommendations to PSC on the outcome of the training. • Participating in the final viva process when required. • Assist in the development of newly appointed moderators.
Training provided	• Attendance on an IPEM training day (these are held annually). • If requested, IPEM supports shadowing existing external moderators in both visits and during a viva examination • For newly appointed external moderators, IPEM appoints an experienced supporting moderator (at the very start) to support and mentor.
Eligibility Requirements	• Be a Fellow or Full Member working as a Clinical Technologist or a Clinical Scientist in a Medical Physics or Clinical Engineering role OR be an Associate Member with RCT registration working as a Clinical Technologist in a Medical Physics or Clinical Engineering role. • Prior involvement in the workplace with training/assessment of colleagues/staff. • Knowledge of the requirements of the IPEM Clinical Technologist Training Scheme.