

2011

The College of Anaesthetists of Ireland Examination Regulations - Examiners



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These Regulations and application forms may be downloaded
from the College website

<http://www.anaesthesia.ie>

or obtained from Examinations Office

College of Anaesthetists of Ireland

22 Merrion Square North, Dublin 2, Ireland

Examinations Telephone:

00 353 1 661 4412

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00 353 1 265 0699

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exams@coa.ie

Introduction

The College of Anaesthetists of Ireland Examination Regulations for Examinations – Examiners, govern the selection and conduct of examiners and visitors to the Examinations of the College of Anaesthetists of Ireland. These regulations specify:

- The requirements which must be satisfied before a candidate is eligible to apply to be an examiner.
- The procedure to be followed in order to apply.
- The duties of both a Primary and Final Fellowship examiner.
- The provisions for retirement, resignation or dismissal.
- The procedure, conditions and requirements for observing at an examination.

1 Implementation and Revocation

(a) These Examination Regulations come into force on 4th March 2011 and will apply to examinations commencing on or after that date.

(b) These Examination Regulations have been approved by the Council of the College of Anaesthetists of Ireland (the Council) and supersede any previous regulations, which are hereby revoked.

2 Application to become a FCAI Examiner

Introduction

Applications are considered each year to fill vacancies on the FCAI Examiner Board. Applications are considered with regard to the profile of the Examiner boards e.g. examiners with special interests relevant to the FCAI examinations, balance between clinical and basic science examiners, and representation of teaching hospitals.

Selection of Examiners is carried out in a non-discriminatory manner in line with the College's Employment Equality and Diversity Policy.

Information for Applicants

1. Applicants shall normally be Fellows of the College of Anaesthetists of Ireland by Examination. A Fellow *ad eundem* will also be considered.
2. Applicants must be in good standing with the College of Anaesthetists of Ireland (CAI).
3. Appointments are made following recommendation by the CAI Examination Committee depending on the requirements of the FCAI Examinations.
4. In making appointments the Council may seek advice from its Examinations and Education Committees and also from the Postgraduate Dean and Vice Dean, College Tutors (Ireland) and the Regional Education Adviser (NI) about the suitability of applicants.
5. Council reserves the right to appoint suitable persons by invitation.
6. Examiners are expected to have completed a minimum of two years in a substantive consultant post in Ireland or in the UK, or equivalent in another country.
7. Examiners will retire from examining on retirement from clinical practice.
8. Council expects all examiners to make a full commitment to the examination. It is expected that this duty will take precedence over all other commitments.
9. ***All examiners will be required to sign a confidentiality agreement.***

Application requirements:

1. Applicants must be Fellows of the College of Anaesthetists of Ireland in good standing. (Normally a Fellow by examination but Fellows ad eundem will also be considered).
2. A detailed up to date Curriculum Vitae must be submitted showing details of qualifications.
3. Applicants must hold a substantive consultant appointment in either the Irish healthcare system or the NHS and be in active clinical practice.
4. Applicants must outline their particular area of expertise or experience
5. Applicants must provide evidence of active involvement in the education, training and assessment of trainees.
6. Applicants must outline the particular contribution that they will make as an examiner.
7. Applicants should be compliant with the regulations of a Professional Competence Scheme.
8. Applicants must possess good written and verbal communication skills.
9. Applicants must be able to work as part of a team.
10. Applicants must supply the names and addresses of three referees, at least one of whom is an examiner and one of whom should be a member of the applicant's current department

Procedure

Application Forms to be an examiner can be downloaded from the College website, www.anaesthesia.ie, or obtained from the Examinations Office, College of Anaesthetists of Ireland, 22 Merrion Square, Dublin 2. Completed forms should be returned to the Examinations Department accompanied by an up to date Curriculum Vitae.

Applicants will be asked to specify in which part of the examination they wish to participate.

Completed Application Forms and Curriculum Vitae are circulated to all members of the Examinations Committee in advance of the next meeting at which the submission will be considered.

After review by the Examinations Committee applicants will be notified of the outcome of their application.

Successful applicants are initially invited to serve as probationary examiners and are asked to sign a confidentiality agreement.

3 Duties of an Examiner – Primary Fellowship

- Attend one Primary FCAI Examination and Final Examination (Clinical viva and SOE) as an observer and the next examination sitting as a supernumerary examiner before being invited to participate fully as an examiner in the Primary FCAI examination.
- The first year as an examiner is considered to be probationary.
- Participate in the Primary FCAI Examination when requested beginning with an obligatory examiners' meeting on the evening before the examination. Examiners are expected to commit to the whole of the examination.
- Participate in audits of the examinations and the examiners.
- Participate as an exchange examiner for Primary FRCA in London.
- Draft structured questions for Physiology and Pharmacology SOE.
- Draft and review questions for the OSCE.
- Prepare Multiple Choice Questions each year for inclusion in the MCQ Bank.
- Attend examiners' meetings to set MCQ papers, draft/review OSCE and SOE questions.
- Participate in educational workshops and meetings organised by the Examinations Committee.
- Take care to avoid any conflict of interest in teaching candidates.
- If possible examiners should not examine candidates that are personally known to them, candidates that they have prepared for the examination and/or candidates currently training in their department.
- Sign a Confidentiality Agreement.
- Activated beeps or portable telephones must not be brought to the examination. Examiners will be asked to leave if their mobile phones or electronic devices ring during the course of the examination.

4 Duties of an Examiner – Final Fellowship

- To attend at least one Final Examination Clinical & SOE day and Primary Examination (OSCE and SOE) as an observer & for the next Final Examination sitting as a supernumerary examiner before being invited to participate fully as an examiner.
- The first year as an examiner is considered to be probationary.
- Participate in the Final FCAI Examination when requested. The examination is held in Dublin in spring and winter beginning with an obligatory examiners' meeting on the evening before the examination. Examiners are expected to commit to the whole of the examination.
- Participate in audits of the examination and the examiners.
- Participate as an exchange examiner for the Final FRCA in London.
- Participate elsewhere overseas as an external examiner on an occasional basis.
- Each section of the examination (5 sections) is organised by a group of examiners. You will be included in one or two such groups. It will be necessary for you to contribute to the preparation of that section.
- Provide structured questions for the SOE examinations.
- Prepare and submit Multiple Choice Questions per year for inclusion in the MCQ Bank.
- Attend examiners' meetings
- Participate in educational workshops and meetings as organised by the Examination Committee.
- Take care to avoid any conflict of interest in teaching candidates.
- If possible examiners should not examine candidates that are personally known to them, candidates that they have prepared for the examination and/or candidates currently training in their department.
- Sign a Confidentiality Agreement.
- Activated bleeps or portable telephones must not be brought to the examination. Examiners will be asked to leave if their mobile phones or electronic devices ring during the course of the examination.

5 Training

Training for new examiners is provided.

Examiners are required to attend examiners training days organised by the Examinations Committee.

Such programmes include modules on methodology of assessment, equality and diversity, data protection and freedom of information.

6 Probationary Period

New examiners will initially be appointed for a probationary year (to include a minimum of two examinations). The Chairman will assess each examiner's performance and recommend to the Examinations Committee that the examiner be confirmed in their appointment or that they continue as a probationer for a specified period or not be confirmed in their appointment.

7 Routine Review

The committee shall review all examiners from time to time. An examiner whose performance is considered to be unsatisfactory may be reviewed again after a further period as determined by the Examinations Committee. The examiner may be asked to undergo further training or may be asked to stand down.

8 Audit

Examiners will be expected to participate in audit of both the examiners and the examinations.

9 Standing Down / Resignation

Stand down

The Examinations Committee may approve requests to stand down based on individual professional or personal circumstances. In certain circumstances the Examinations Committee may ask examiners to stand down.

Resignation

If an examiner wishes to resign he or she should inform the Chair of the Examinations Committee in writing.

An examiner who resigns may subsequently apply to be re-appointed.

Council reserves the right, acting on the advice of the Examinations Committee, to ask an examiner to resign at any time.

Examiners shall not be deemed to be appointed, dismissed or to have stood down or resigned until formally approved by the Examinations Committee.

10 Retirement

Examiners shall retire from examining on retirement from active clinical practice.

11 CME /CPD Activity

CME certification is available to examiners. Examiners are entitled to CME/CPD points on an hour for hour basis for examination related activities i.e. preparation of questions, OSCEs, SOEs and examining as well as training days and examiners meetings. (Professional competence requirements cannot be met solely from examination related activities).

12 Visitors to the Primary and Final FCAI Examinations

Introduction

The following may apply to attend examinations as visitors / observers:

- Members of the Council of the College of Anaesthetists of Ireland.
- College Tutors and Examiners-elect.
- Consultants in Anaesthesia who are Fellows of the College and who hold substantive posts.
- Senior visitors such as representatives of other Faculties and Colleges.
- Others engaged in teaching, of consultant or equivalent university status, comparable to that of a Fellow of the College of Anaesthetists of Ireland.

Visitors / Observers may attend one day only of a particular examination and not more than once in a 5 year period.

Expenses are not paid to visitors.

Procedure

- Applicants should complete the appropriate form which is downloadable from the College website
and return it to the Examinations Office, College of Anaesthetists of Ireland, 22 Merrion Square,

Dublin 2.

- The Examinations Committee may request a letter of support for the applicant from a Fellow of the College of Anaesthetists of Ireland or of another College or appropriate Faculty to observe at examinations.
- Applications will be considered by the Examinations Committee in consultation with the chairman of the relevant board of examiners.
- Once the application has been approved details of the visit will be organised by the Examinations Office
- ***N.B. The number of visitors at each examination is restricted***

Conduct of Visits to the Primary and Final FCAI Examination

- Visitors / Observers meet the Chairman of the examination or deputy before observing the examination processes.
- The visit will usually run for the whole day, i.e. 08.30 – 1630 approximately.
- Visitors / Observers will be asked to sign a confidentiality agreement
- Activated bleeps or portable telephones must not be brought to the examination. Visitors / observers will be asked to leave if their mobile phones or electronic devices ring during the course of the examination.
- Candidates will be informed that a visitor is observing the OSCE, SOE or clinical scenario examination.
- Visitors / Observers will not be involved in marking.
- Photographs must not be taken. Examination material, viva question sheets and information on OSCE stations must not be removed from the examination hall. Records of questions should not be made. Visitors / Observers will be asked to leave if this occurs and will be disqualified from all future participation in examinations of the CAI.
- Visitors / Observers are invited to join the examiners for lunch.
- Visitors / Observers will have the opportunity to discuss their visit with the relevant Chairman of Examiners before departure and are encouraged to provide feedback.
- The College will not be responsible for any financial costs incurred by the visitor / observer.