



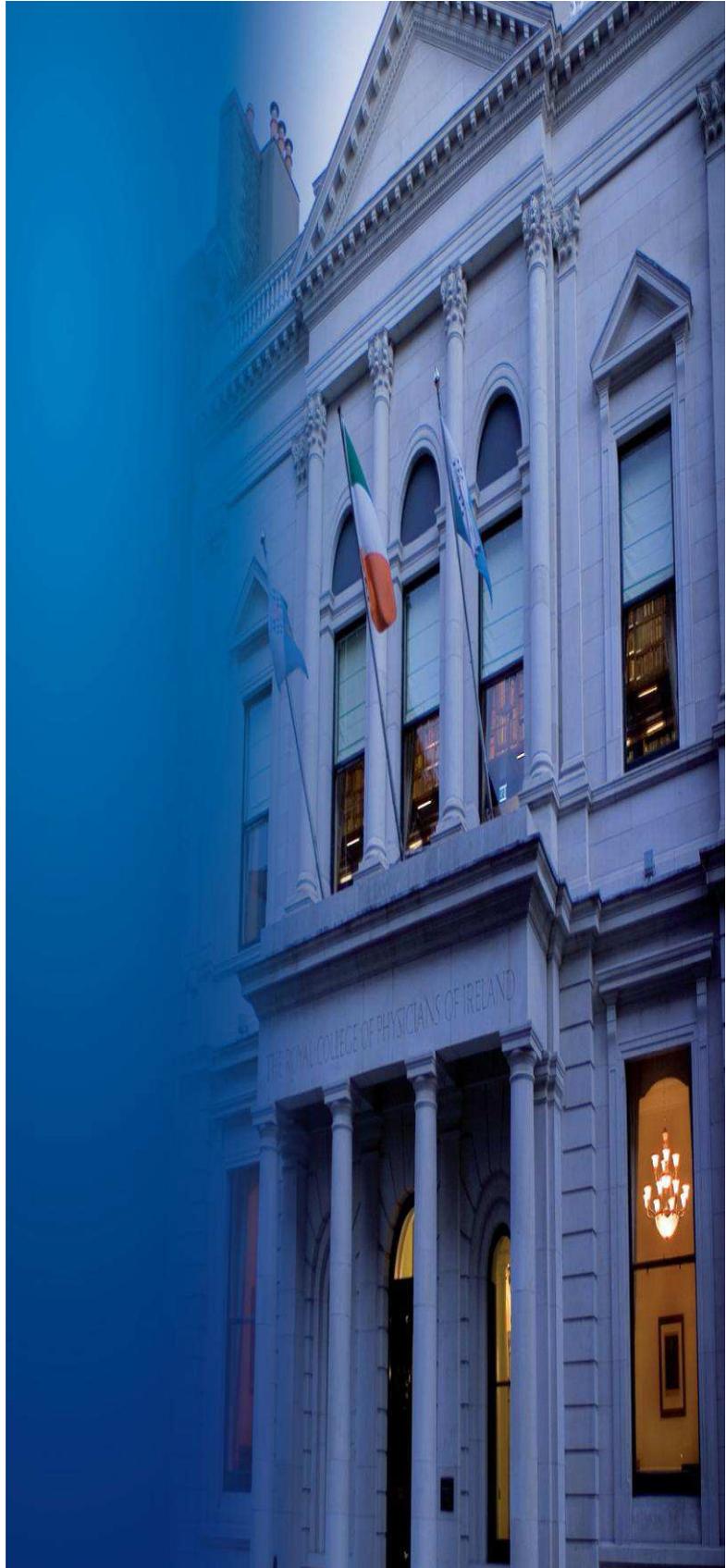
ROYAL COLLEGE OF
PHYSICIANS OF IRELAND

Regulations and Information for Candidates

Membership of the Faculty of
Occupational Medicine
(MFOM)

Nov 2019 Edition

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1. Introduction

These Regulations set out the rules concerning eligibility, format, admission, conduct and other issues for the Membership of the Faculty of Occupational Medicine examination (MFOM). The purpose of the Membership examination is to ensure a satisfactory level of core competence to establish safe practice in occupational medicine for those who work full time in the speciality.

2. Membership of the Faculty of Occupational Medicine Examination

2.1 Entry requirements

Candidates must hold a medical qualification acceptable to the Faculty and the College and awarded by a medical school recognised by the World Health Organisation.

They must be registered and authorised to practice medicine by an appropriate national body. Evidence of this will be required as part of the application process.

Candidates must have 4 years full-time or equivalent experience following full registration, that is to say two years in general medical training and two years satisfactory experience in occupational medicine.

Candidates are recommended to have completed academic training in occupational medicine, these are listed in the Appendix.

There are no specific requirements for supervised training.

2.2 Examination locations

The MFOM examination is held in Dublin, UAE and Kuala Lumpur (Malaysia).

2.3 Preparation for MFOM Examination

All MFOM examinations are conducted in the English language.

There is a guideline syllabus to assist with the preparation for the MFOM which is listed at 2.4 below. The guidelines present a framework of topics which should be covered, but it is not intended to be inclusive and candidates should not limit their studies solely to these topics.

2.4 Examination Syllabus

The occupational medicine syllabus is as follows:

Occupational Health Hazards and Diseases

- Clinical Diagnosis and Case Management
- Health Surveillance
- Hazard Identification
- Risk Assessment
- Risk Management
- Planning Control Measures
- Implementation of Control Measures
- Monitoring Control Measures
- Safety Statements
- Workplace Environmental Control Measures

- Carcinogens
- Occupational Allergic Diseases
- Dusts and Pneumoconiosis

Prevention of Disability and Assessment of Fitness for Work

- Evaluation of Fitness for Work
- Disability Evaluation and Rehabilitation
- Employee Assistance Programmes
- Non-Availability for Work

Management and Communication

- Managerial Skills (Personal, Non-Clinical, Running a Department etc)
- Organisational Management
- Records/Budgets/Marketing
- Audit
- Communication Skills

Occupational Health Law

International development of Safety Law and Guidelines (W.H.O., I.L.O., E.U.)

Scope and content of the following will depend on the country of residence or future Occupational Health practice of the trainee.

- National Law in Occupational Health and Safety
- Legal and Judicial Systems
- Other legislation relevant to Occupational Health
(Road Transport, Manual Handling, Pregnancy, Shift Work etc)

Ethics

- Conflict of loyalty between Employer/Employee
- Confidentiality
- Testing for drugs/alcohol in the workplace
- Record keeping

Epidemiology and Statistics

- Statistics (data gathering, quality of data, statistical tests etc)
- Epidemiology (study designs, questionnaire designs etc)
- Interpretation (quality of studies, action to be taken etc)
- Normal Values and Normal Population Distribution etc

Occupational Hygiene and Toxicology

- Occupational Hygiene Surveys
- Occupational Hygiene Sampling and Monitoring
- Hygiene Control Methods
- Personal Protection Equipment
- Human Toxicology
- Descriptive Toxicology
- Toxic effects of Organic Chemicals
- Toxicology of Heavy Metals
- Chemical Hazards
- Physical Hazards
 - Radiation

- Vibration
- Noise
- Atmospheric Pressure
- Temperature
- Biological Monitoring
- Surveillance of Workers exposed to Chemical/Toxic/Physical Hazards

Work Organisation and Psychology

- The Nature of Organisations (Size, Structure, Public and Private Sector)
- Management Programming (Objectives, Strategies, Targets, etc)
- Trade Unions
- Employer Organisations
- Health and Safety Committees
- Psychosocial Environment
- Occupational Psychology
- New Technologies (changing patterns of employment)
- Psychological Testing
- Shiftwork

Ergonomics

- Principles of Ergonomics
- Lighting and Vision Standards
- Working Environment (ventilation, working temperature, sick building syndrome)
- Manual Handling
- Prevention of Cumulative Trauma Disorders
- Visual Display Units and Computer Systems

Environmental Issues Related to Work Practice

- Relationships of Occupational Health Services to General Environmental Agencies
- Stack Emissions
- Waste Disposal
- Ecotoxicology
- General Population Effects of Toxic Hazards
- Disaster Control and Emergency Planning
- Dangerous Substances (storage, packaging, labelling and conveyance)

Workplace Health Promotion

- Assessing needs for Health Promotion
- Provision of Health Promotion Programmes
- Group Communications

3. How to enter the MFOM Examination

3.1 Method of application

All exam application forms together with supplemental documentation and payment must be completed online. The method of payment is by credit card and debit cards.

Applications will not be accepted by the College before the published opening date or after the published closing date.

Candidates must upload certified copies of their original diplomas (first time entrants only) of Medical Qualification, which must be adjudged to be satisfactory to the College. Copy diplomas must be attested by:

- An Garda Siochana (Irish Police)
- Solicitor
- Commissioner for Oaths
- The Issuing Authority

The receipt of the retention fee issued by the Medical Council is not acceptable as evidence of registration. Official translations will only be accepted if they have been prepared and/or authenticated by:

- (i) the issuing University or Medical School
- (ii) an Irish or British Consulate
- (iii) the candidate's own Embassy or High Commissioner

Candidates must also complete the following declaration at the time of submitting their application:

*" I apply for admission to the Membership examination to be held on.....(date) at(name of centre).
I declare that I have read and understood the Faculty's regulations governing the examination.
I understand that I may be refused admission, or have permission to complete the examination rescinded if I infringe any regulation or I am considered by the examiners to have been guilty of behaviour prejudicial to the proper conduct of the examination.
I understand too that I may be subject to sanctions up to and including being excluded from any further examinations conducted by the Faculty or College for life.
Any such misconduct may be reported to the appropriate licensing body".*

Application checklist:

Online application form which includes the following:

- Proof of Qualification – attested copy of original diploma of medical qualification
- Declaration form
- Soft copy of portfolio (each case/project must be uploaded individually)
- 2 hard copies (each case/project must be stapled individually) to reach the Examinations Office no later than the official closing date for applications.

Application checklist (Written):

- Online application form only

Application checklist (OSPE):

- Online application form only

The candidate's full name must be given at the time of entry to the examination and must agree with the name(s) given on Medical Council documentation. The name you provide will be used on all official correspondence (such as diplomas, qualifications and certificates) issued by RCPI. Candidates who change their name(s) by marriage or deed poll must upload documentary proof of this, if they wish to be admitted to the examination in their new name.

3.2 Visas

If a candidate requires a visa to sit an examination, it is the responsibility of the individual to ensure the visa application is made in sufficient time before the examination date for which it has been sought. The College has no influence in granting or refusing visas. A refund will **not** be given if a candidate is unable to attend the examination as a result of a visa related problem.

3.3 Examination fees

The fees payable on entry to the MFOM examination are published annually.

No candidate will be permitted to take any part of the examination unless all outstanding fees are paid in full.

3.4 Withdrawal from the examination

Notice of withdrawal from an examination must be given in writing to the College. A refund less 10% will be made if written notice of withdrawal is received by the College on or before the closing date of entry to the examination. Refunds will not be made where candidates submit their withdrawal request after the closing date. No fee will be held over to a future examination unless there are exceptional extenuating circumstances. Each request will be dealt with on a case by case basis at the discretion of the Director of Examinations, whose decision is final. Documentary evidence is required in all cases. Any request (accompanied by supporting evidence) must be submitted within 2 weeks of the examination date if it is to be considered. For further details, please see the [RCPI Cancellation Policy](#).

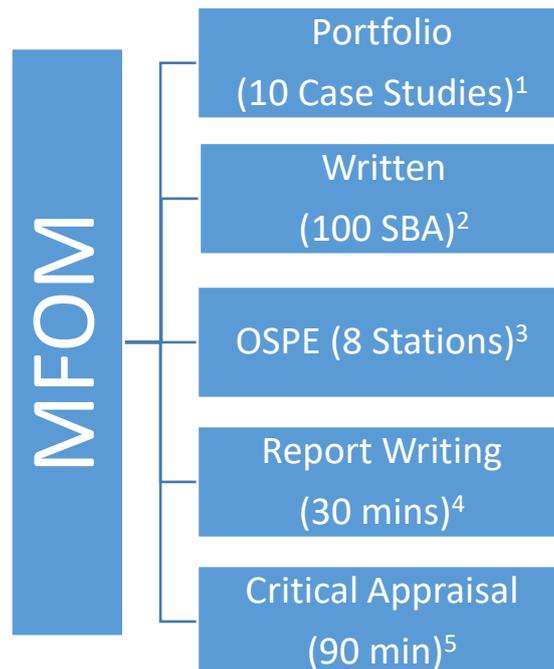
3.5 Cancellation Policy

RCPI reserves the right to cancel, reschedule the date, or change the location of an exam. In the event of a reschedule or cancellation by RCPI, the College will endeavour to inform all applicants at least six weeks prior to the exam date. If an exam is cancelled or rescheduled by RCPI, candidates will be offered a full refund or option to transfer to another date if applicable. For further details, please see the [RCPI Cancellation Policy](#).

3.6 Examination Registration

Registration will take place 30 minutes prior to the commencement of the examination. The last name will be taken as the surname. Passport, equivalent national identity card or drivers licence must be produced at all parts of each Examination.

4. MFOM Examination Format



There are **five** components to the Membership examination:

- ¹The Portfolio consists of 10 case studies – 5 clinical cases of which 2 are injury. In addition, there are 2 workplace assessments and 3 documents relation to policy development, audits and projects concerning improvements in occupational health matters. Specific guidance on the latter 3 documents is available from the Academic Registrar through the Faculty Office. If a candidate has not already passed the LFOM Portfolio, they must simultaneously apply for the LFOM Portfolio.
- ²The written element consists of 100 Single best Answer (SBA) Questions. 30 questions are to be reserved for topics related to workplace based questions. If a candidate has not already passed the LFOM Written they must also apply for the LFOM Written examination (100 SBA Questions; held on the same day).
- ³The OSPE consists of 8 stations. A minimum of 6/8 stations must be passed overall. Usually 4 stations will be on clinical abnormalities and 4 will involve the use of actors.
- ⁴The Report Writing Element is a 30 minute written examination and takes place on the same day as the OSPE.
- ⁵The Long Critical Appraisal Element is a 90 minute written examination and takes place on the same day as the OSPE
- Examination marking will be calculated using a standardised method after the exam is completed. All examination results are subject to examination board review and approval.
- Candidates will be required to obtain a pass in each section in order to be eligible for the award of Membership.
- The OSPE cannot be taken until the portfolio and the SBA written examination have been passed.

4.4 Portfolio

All candidates are required to submit a portfolio containing **ten** cases. The purpose of the portfolio is to allow candidates to demonstrate the ability to apply the principles of occupational medicine in a clinical setting and critically reflect on the medical condition and the occupational context.

The portfolio should contain two sections: clinical and other projects.

All portfolios should be submitted by the application closing date

Clinical Case Section

5 clinical cases of which 2 are injury. In addition there are 2 workplace assessments and 3 cases relating to policies or improvements in occupational health matters

Your complete clinical cases should not exceed 7,500 words (1,500 words per case)

The clinical cases should contain:

- A title, e.g. Occupational Asthma
- Patient history – including occupational history
- Clinical examination
- Investigation and results
- Diagnosis and treatment
- Case management, emphasising occupational health management and prevention
- Follow up
- Discussion
- References

The management of the case should consider where appropriate aspects of rehabilitation, legal context, task analysis, communication to the employer and their response. The discussion section of each case is important and should include an appraisal of the case which covers the association between the clinical condition and its occupational context. In addition, issues such as causation and options for management should be discussed. Candidates will be expected to have carried out a relevant literature review in regard to the case and all citations should be referenced according to the Vancouver convention.

Other Projects

Your five projects must cover the following:

A) Two walk-through surveys of the workplace, including a detailed hazard survey or risk assessment and relevant interpretation with recommendations. Marks will be allocated as indicated in the provided templates. The walk through surveys should be numbered Projects 1 & 2.

Workplace assessments must not be related to a medical facility. Candidates need to look outside the clinical and associated administrative environment and concentrate on basic non-medical work processes.

B) The remaining three documented projects must be in relation to policy development, audits and projects concerning improvements in occupational health matters. Specific guidance on the latter 3 documents is available through the Faculty Office. The candidate needs to demonstrate a considerable personal involvement in these 3 projects. Simply copying an existing OH department document or using a Powerpoint presentation will not be acceptable. The following are examples of acceptable projects: -

1. Formal audit of some aspect of your occupational health practice
2. An example of how your practice influenced change in an organisation
3. An example of your development of a policy, guidelines or operational procedures in your occupational health department
4. Your own choice of topic relevant to current occupational health practice, excluding projects listed above. For example, impact of pandemic influenza in an organisation; introduction of a computer system into an occupational health department; the role of occupational health in managing sickness absence.

Advice on the suitability or otherwise of candidate selected projects can be sought from the Academic Registrar.

Relevant literature should be cited where appropriate for all projects and all citations must be referenced according to the Vancouver convention. Marks will be awarded for the adoption of a critical style in the compilation of the project.

The remaining other project case section of the portfolio (B) should be formatted as follows:

The projects numbered 3 to 5 should contain:

- Title of the project
- Introduction
- Description of the project
- Discussion
- References

Extra specific guidance is available through the Academic Registrar.

The portfolio must be written in clear English, which implies the use of an active voice whenever possible, simply constructed sentences and the avoidance of repetitive wording. Jargon should be avoided. Abbreviations should be explained in full on first use in the text. Prose should be used throughout. At the beginning, the candidate should set out a brief curriculum vitae including details of their current occupational health commitments. This should not be included in the total word count.

Whilst no minimum word count is specified the complete clinical case section should not exceed 7,500 words (1,500 words per case) and the other projects not to exceed 7,500 words in total (1,500 words per project).

The portfolio must bear the following declaration:

Declaration

I declare that this dissertation consisting of words and pages (insert the appropriate numbers in figures) is all my own work.

Where I have relied on the work of other people, I have acknowledged this according to the normal academic conventions.

I understand that my dissertation may be subject to electronic scrutiny.

I consent to the publication of an abstract or abstracts on the Faculty's website

Signed: Name

in print: Date:

The portfolio must be printed on good quality paper of A4 size. The margins should be of 2.5cm each. The text should be set out in either 1.5 or double line spacing.

The Portfolio must be submitted as 21 separately stapled documents: one consisting of the Declaration and table of Contents; the remainder consisting of two copies of each case. The cases must be prepared for blind review – only the candidate’s RCPI ID number should be used to identify the candidate.

Electronic copy

In addition to the printed copy of the portfolio, an electronic copy in Word or PDF format (unencrypted) of each case must be submitted with the online application. Each of the 10 cases must be submitted as a separate file. The candidate’s name should not be included in the document. The file name should be in the format “RCPI ID – Case x”; this text should also be included as a header in the document. Applications will not be accepted until files in this format have been submitted.

As marks will be awarded for presentation, candidates are strongly advised to review and proof read their work prior to submission.

- The portfolio is subject to marking by 2 examiners and an approved marking scheme will be used for this purpose. All examination results are subject to examination board review and approval.

Candidates will be expected to respect the normal rules of citation practice. Anyone found to have plagiarised material will be considered to be in breach of these regulations. To this end, a proportion of submitted portfolios and those suspected of plagiarism may be subject to further examination using specific anti-plagiarism software.

Cases submitted in an LFOM portfolio are not acceptable as part of the membership portfolio. Any attempt to do so will be regarded as a breach of these regulations and treated accordingly.

4.1 Written Section

- MFOM Paper: 100 MCQ (3 hours)

MCQ

The MCQ's will generally be of the "best of five" type. Each paper will consist of 100 questions.

The MCQ paper is intended to test knowledge in occupational medicine and will therefore cover the content of the syllabus laid down by the Faculty. The paper will also include questions on clinical medicine and disease management as well as clinical aspects of occupational medicine. Included in this there will be some short critical appraisal questions.

4.2 How to complete a MCQ answer sheet

The completed answer sheet is computer scored which means the following instructions must be complied with fully, otherwise they may be rejected by the scoring machine.

- 4.2.1 Use only the PENCIL (Grade 2B) supplied. Answers in ink or a different grade of pencil cannot be read by the computer.
- 4.2.2 The answer sheet contains a row of boxes for each question. Each box refers to a single item and is numbered accordingly (i.e. 1A, 1B, 1C, 1D, 1E). Candidates should indicate whether the answer is True or False by penciling in the appropriate box.
- 4.2.3 Candidates may rub out an answer by using the eraser provided. To avoid too many erasures on the answer sheets, candidates are advised to indicate their answers in the question book in the first instance, before transferring them to the answer sheets. Remember to allow sufficient time to do so.
- 4.2.4 Do not fold or crease the answer sheets.
- 4.2.5 At the end of the examination, the question books and answer sheets must be left on the desk. On no account should they be removed from the examination centre.

4.3 Objective Structured Practical Examination (OSPE)

Candidates will be examined using a set of OSPE stations. There will be 8 stations lasting 10 minutes each. Many of the stations will involve taking directed specific histories from patients or will involve performing physical examinations of particular systems. In addition, there will be several stations where there will be no patient contact and practical assessments will be undertaken such as interpretation of audiometric or spirometry tracings, results of biological monitoring etc.

The candidates will be expected to answer relevant questions at the end of the station. Failure in three or more stations will constitute a failure in the OSPE part of the examination.

Under no circumstances will exemptions be granted from the OSPE examination.

Candidates are expected to bring with them a stethoscope, measuring tape, tendon hammer, clinical torch, ophthalmoscope and auriscope.

Report Writing Paper

A scenario will be given to the candidates and usually, they will be asked to write a report to management or a letter to the patient (clients), GP or hospital specialist. This paper will take place before the OSPE stations begin and will last for 30 minutes.

Critical Appraisal Paper

The critical appraisal paper will assess a candidate's ability to read, interpret and apply the key points from a scientific journal article. Candidates will be given several journal articles. They will be given time to read the articles and they will be required to write a critical appraisal of the articles. This paper will take place before the OSPE stations begin and will last for 60 minutes

4.4 Examination rules and guidelines

- 4.4.1 These Regulations apply to all candidates for examinations of the College. Candidates should note that by applying to enter to sit an examination, they are deemed to have understood and agreed to comply by these Regulations.
- 4.4.2 Candidates are advised to allow for any transport delays when planning time of arrival at the examination centre. The College cannot guarantee candidates will be permitted to enter the examination centre after the start of the examination.
- 4.4.3 Candidates should assemble outside the examination centre at least 30 minutes before the start of the examination, for registration, and will not enter until instructed by an invigilator(s).
- 4.4.4 Candidates will **not** be permitted entry into the examination centre if they arrive 30 minutes after the start of the examination.
- 4.4.5 Candidates **must** have their personal identity card and notification email with them at **all** MRCPI/Faculty examinations as proof of identity. A passport or drivers licence may be accepted if the candidate's name is stated in the same manner as on their primary medical degree. Candidates will **not** be admitted to the examination unless they produce photographic identification.
- 4.4.6 Candidates should note that drugs will almost always be referred to by their UK approved names (National Formulary) rather than their trade names. Biochemical and other measurements will be expressed in SI units.
- 4.4.7 Candidates are not permitted to bring into the examination centre, mobile phones, pagers, laptop computers, palm pilots, calculators, text books, documents or items of any kind other than those specifically allowed for that particular examination and previously notified to them.
- Any candidate found to be in possession of such a device during the examination will receive a verbal warning from the exam invigilator. A written report will be drafted and signed by the invigilator and countersigned by a witness to the event. This report will be forwarded to the Director of Examinations. If the Director considers the event to be a serious infringement of the exam regulations, the candidate will be advised that he/she is suspended from the exam. **This will result in exam failure, the loss of the exam fee and possible exclusion from re-entry to future exams.**
- 4.4.8 Candidates are **not** permitted to have their bags and/or other personal items at their desks during the examination. Invigilators will direct candidates to a secure area for personal items to be deposited for the duration of the examination.
- 4.4.9 Question papers are individually numbered with Examination Numbers at the top right hand corner.
- 4.4.10 Candidates must ensure they are sitting at the correct desk and their Examination Number corresponds to the desk number.
- 4.4.11 Candidates must place their Identity Card at the top right hand corner of the desk to enable the invigilators to carry out a check during the exam.
- 4.4.12 Candidates must use the pencil provided when filling out the answer sheet.
- 4.4.13 It is recommended that candidates initially indicate their answer against the questions in the

question box in the question book. Candidates should leave sufficient time to transfer their answers to the answer sheet.

- 4.4.14 Rough work paper is not provided and candidates must confine notes to the question paper.
- 4.4.15 Candidates are not permitted to remove the question paper or image booklet from the examination hall nor are they allowed to copy out questions from the paper.
- 4.4.16 It is strictly forbidden for candidates to talk or attempt in any way to communicate with other candidates while the exam is in progress.
- 4.4.17 Pencil in the boxes on the answer sheet neatly and boldly. Completely fill in the area within the box. The scoring machine has been programmed to ignore erasures, which can leave smudges. Faint responses and those boxes that are only partially filled may be ignored by the scoring machine. It is the candidate's responsibility to ensure only a single clear response is recorded for each question.
- 4.4.18 Smudges may be caused by dirty erasers. Cleaning can be accomplished by rubbing the eraser against any clean part of the question book. Candidates should inform an invigilator if they are concerned about the appearance of their erasures.
- 4.4.19 If a candidate wishes to leave the examination early, they must raise their hand and wait for an invigilator to collect the paper. Candidates **cannot** leave the examination hall 30 minutes before the end of the examination. The College cannot take responsibility for lost or mislaid papers.
- 4.4.20 At the end of the examination, candidates must stop writing when instructed to do so by the invigilator and remain in their seat until the exam paper and answer sheet have been collected. Any candidate continuing to write after being instructed to stop will have their examination number noted. Their behaviour will be reported to the Director of Examinations who will make a decision on further action.
- 4.4.21 Smoking is not permitted in any part of the examination centre. Candidates will not be permitted to leave the building for a smoke break during the examination.
- 4.4.22 Toilet breaks are permitted during the examination, but in an effort to minimise disruption candidates are requested to visit the toilet before the exam commences. Candidates visiting the toilet during the exam will be escorted by an invigilator.
- 4.4.23 Candidates are advised to provide their own refreshments during the examination, bearing in mind that hot food is not permitted.
- 4.4.24 Any candidate acting in breach of any of the above Regulations, or misbehaving in any way, may be suspended from the examination or be deemed to have failed the examination. If an infringement of the College Regulations is deemed to be particularly severe, the candidate concerned may be **permanently** disbarred from entering any future College examinations.

5. Fire Evacuation

- 5.1 The emergency exits will be pointed out to candidates during the announcements prior to the commencement of the examination.
- 5.2 All alarms should be treated as an emergency unless otherwise advised. If the alarm is sounded a College staff member will be responsible for the evacuation of the examination venue.

- 5.3 Candidates should note that they remain subject to examination rules during the evacuation and should not communicate or have contact with other candidates. Candidates must not attempt to collect personal belongings.
- 5.4 All students should cease writing and leave their answer booklets on the desk when instructed by a College staff member.
- 5.5 The College staff member will instruct the invigilators to act as "Fire Marshalls" and these marshals will be responsible for leading their designated sections of candidates from the examination centre.
- 5.6 The Fire Marshall should collect the exam register and evacuate the candidates to the assembly point using the emergency exits.
- 5.7 Do not use the lift.
- 5.8 When assembled the Fire Marshall will check the candidates against the examinations register.
- 5.9 If it is possible to resume the examination, candidates will be instructed to endorse their scripts with the words „examination interrupted“ indicating the time of the interruption and the time of resumption. Candidates will be allowed compensatory time equivalent to the period from the time the alarm sounded to the resumption of the examination, plus 10 minutes for re-reading the examination paper and settling back into the examination. The invigilator will inform candidates of the revised finishing time for the examination.
- 5.10 A written report of the evacuation will be filed by the College staff member and forwarded to the Director of Examinations.
- 5.11 A delay of more than thirty minutes will automatically require a re-scheduling of the examination concerned. In this case, invigilators will announce to the students that they should contact the Examinations Department regarding alternative examination arrangements. Students may then leave.

6. Code of Conduct

This code shall apply to all candidates for examinations of the College. Candidates should note by applying to enter to sit an examination they are deemed to have understood and agreed to comply by this code. Misconduct includes, but is not restricted to:

- 6.1 Introduction into any examination materials other than those specifically permitted for the examination.
- 6.2 Any attempt to communicate with another candidate or any person other than an invigilator on duty.
- 6.3 Any attempt to gain access to or plagiarise the work of another candidate.
- 6.4 Any attempt to gain or pass on information with regard to the contents of the examination in advance of the date of the examination.
- 6.5 Impersonation of a candidate.
- 6.6 Bribery of another candidate or examination official.

- 6.7 Unacceptable or disruptive behaviour during an examination.
- 6.8 Failure to abide by the instructions of an invigilator or other examination official.
- 6.9 Falsification or alteration of any results document or qualification.

6.1.1 Report procedure

Suspected misconduct may be reported to the College by examiners, invigilators, candidates, patients and any other person who becomes aware of suspected misconduct.

Where an invigilator suspects a candidate of violation of examination rules and guidelines, they will:

- (a) Confiscate any unauthorised material in the possession of the candidate.
- (b) Make a note of the time when the alleged infringement was discovered. An invigilator will ask another invigilator to act as a witness to the alleged infringement and countersign the note to confirm this.
- (c) Allow the candidate(s) to continue the examination. Ejection from the examination centre will only take place in the event of a candidate(s) causing disruption to other candidates.
- (d) Inform the candidate(s) at the end of the examination that a written report of the incident will be submitted to the Director of Examinations.
- (e) Within three working days of the examination, the invigilator will submit a written report on the alleged incident together with any confiscated materials to the Director of Examinations.

6.1.2 Investigation procedure

The Director of Examinations will review the report of the alleged case of misconduct and will determine whether there is sufficient evidence of a case to be answered after consulting with other members of College staff where necessary. In cases deemed to be of a very minor or technical nature, a letter of reprimand will be issued, and no further action is taken.

In all other cases the Director of Examinations will inform the candidate in writing of the allegations that have been made about them within 10 working days of receiving a report of alleged misconduct. The candidate will be invited to reply to the allegation of misconduct.

The candidate will provide their response in writing to the allegation within 10 working days from the date of the Director of Examinations letter. If no response is received within 10 working days, a warning letter will be sent. If no response to this warning letter is received within another 10 working days, the file will be sent to the College Executive for a final decision along with a recommendation of an appropriate penalty.

Where a candidate admits in writing to the allegations, full details of the case shall be passed to the College Executive to formally consider the case. The candidate will have the opportunity to include with their response a written statement which may be considered by the Executive. On full review of the case, the Executive will make a final decision, together with a recommendation of an appropriate penalty. The candidate will be notified of the Executive's decision in writing.

7. Adapted Examination Arrangements

Any candidate who has a physical disability, learning disability or any other special need that they believe could affect their performance in an examination, may be entitled to adapted examination arrangements. The purpose of any specific arrangement is to compensate for any restrictions imposed by a disability without impairing the validity of the examination. All such candidates should inform the Examinations Department at the time of application of their circumstances in writing, together with a consultant's report to support their application. Failure to include this information at the time of application may affect the arrangements that can be put in place in time for the examination. The information provided is treated strictly confidentially.

8. Examination Marking and Results

8.1 Marking

- Candidates must pass all five of the examination components – Portfolio, Written, OSPE, Report Writing and Critical Appraisal. There will be no compensation between these components.
- Failure in any of the components will be deemed a failure of the examination.
- Once the portfolio, written or OSPE components have been passed, each component may be carried forward (for a total of 3 subsequent years) in future attempts at the same examination and need not be re-sat.

8.2 Examination results

The College processes the marking of MFOM examinations as quickly as possible, consistent with ensuring accuracy, fairness and a stable pass standard. Human inspection of the adequacy of the candidate's pencil shadings and optical scanning are required to obtain accurate raw data. Mathematical performance indicators are then calculated and scrutinised by the examiners, to confirm the fairness of every question. The mathematical procedure for determining the pass mark is then applied and approved by the examiners. Candidates who fail will receive feedback letters giving detailed breakdown of performance.

- Examination results for successful candidates **only** will be posted on the College website, approximately four weeks after the date of the examination. Under no circumstances will examination results be given over the telephone, by fax, email or by visiting the College in person.
- All result letters will be posted to candidates shortly thereafter.
- The result letter will be sent to the email address as per the candidate's online application.
- Please refrain from telephoning the College regarding your result during this period, as this will delay the process.

8.3 Recheck procedure and appeals policy

Candidates can request a recheck of their examination results in the MFOM examinations. There is a fee of €150 for this procedure. This charge will be refunded if a recheck changes the overall examination result to a pass mark. Requests for a recheck of examination results must be made in writing, to the Academic Registrar at the College address within four weeks of the results release date, together with

the recheck application form which is available by email at examinations@rcpi.ie.

- 8.3.1 Any representations by candidates must be submitted to the Academic Registrar within one month of the completion of the examination.
- 8.3.2 The submission must be made on the official recheck application.
- 8.3.3 The appeal will be managed according to the RCPI appeal process. For details of this appeals policy, please the Examinations Department at examinations@rcpi.ie

9. Admission to the Faculty

Candidates must pass all sections of the examination. No compensation is allowed.

The results will be emailed to candidates as soon as possible after completion of the examination.

Prior to admission, each successful candidate must pay the appropriate admission fee, the first year's subscription and a declaration that they will continue to pay their annual subscription in the future.

10. Appendix

Portfolio Templates (*compulsory from 1st January 2017*).

Clinical Template (Occupational Disease & Injury Cases)

Section	Suggested Proportion of Total Document
Current Occupational Role	5%
Occupational History of Patient	5%
Clinical History	10%
Clinical Assessment & Relevant Investigation Findings	15%
Possibility of Occupational Aetiology of diagnosed condition	10%
Basic Outline of Treatment provided to date by GP or Hospital	5%
Functional limitations of working capacity	10%
Precis of report to employer	10%
Ethical and legal considerations	5%
Describe any monitoring, rehabilitation or permanent workplace adjustments	10%
Long term prognosis	5%
Global assessment including references/ appendix, diagrams / photographs	10%

Template (Workplace Assessment)

Section	Suggested Proportion of Total Document
Description of Site & Work Process	10%
Perceived Hazards	15%
Risk Assessment	15%
Observations & Investigation Results	10%
Significance of Observations	10%
Legislation	5%

Risk Reduction	10%
Presentation of Findings	15%
Professional References Global Assessment of Portfolio	10%

Headings for Projects 3-5 for MFOM Portfolios

Policy Development

Policy Aim noting changes required
Occupational Medicine procedures involved
Actions to be taken
Documentation & Policy
Follow-Up and Assessment of Change
References

Audit

Introduction & Background
Aim
Current Standards (if any)
Process description
 Criteria
 Standards
 Method (data collection etc.)
 Inclusion criteria
Results
Conclusions & Recommendations
Discussion
References
Appendix for data & analysis

Project (concerning improvements in occupational health matters)

Introduction
Reason for Project
Actions
Post-Intervention Results
Discussion
References
Appendix for data & analysis

The following courses are recommended by the Faculty of Occupational Medicine:

- The two-year LFOM Occupational Medicine course organised by the Faculty of Occupational Medicine and the Irish College of General Practitioners (Run by the ICGP)
- The Diploma/MSc courses in Occupational Medicine run by the University of Manchester
- The Diploma/MSc courses in Occupational Medicine run by the IOEM at University of Birmingham.
- The Diploma courses in Occupational Medicine run by the Royal Society of Public Medicine (RSPH) in London.
- The course in Occupational Medicine run by the Malaysian Occupational Health and Medical Services
- The MSc/Graduate Diploma in Occupational Health for medical practitioners run by University College Dublin
- The MSc/Advanced Diploma run by the School of Medicine, Cardiff University
- The course in Occupational Medicine run jointly by ADNOC and the Faculty of Occupational Medicine RCPI, Abu Dhabi, UAE
- The DipOccMed and MOccMed courses run by the Dept of Occupational and Aviation Medicine, University of Otago