

October 2020

Post Specification

Post Title	Director of Examinations, Institute of Medicine, RCPI
Department/Function	Institute of Medicine
Remuneration	One day per week backfill.
Closing Date	Friday, 30 October 2020

Director of Examinations, Institute of Medicine Royal College of Physicians of Ireland

The Royal College of Physicians

Since 1654, The Royal College of Physicians of Ireland (RCPI) has been working to improve patient care, the quality of medical practice and the health of the population. We achieve this by enhancing and harnessing the skills, knowledge and leadership of physicians in setting challenging standards, promoting clinical excellence and encouraging positive change in healthcare based on sound evidence.

Our mission, which is embedded in all aspects of our work, is to develop and maintain high professional standards in specialist medical practice in order to achieve optimum patient care and to promote health nationally and internationally.

In support of this mission, our role is to:

Support physicians through education and training from registration through to retirement with quality-assured, internationally recognized programmes of education, assessment, training and development.

Improve standards in clinical practice by setting, measuring and evaluating quality standards in clinical care and developing innovative approaches to service delivery for the benefit of patients.

Influence the healthcare agenda by representing our trainees, members and fellows through the development of policies in key areas of healthcare and by seeking improvements by directly engaging with government, ministries, European and international organisations, members of the public and other key individuals.

Champion the values of the medical profession by promoting the underlying principles of medical professionalism and leadership, providing physicians with the values, knowledge and skills required for modern medical practice.

Promote patient-centered care by ensuring that the views and needs of patients and the public are at the core of our work and contribute centrally to our policies, public outreach and advocacy initiatives.

Support international activity by providing educational, training and healthcare consultancy services to promote the health of those nations, and in collaboration with international organisations.

Ensure a high-performing membership organisation with charitable status that provides an exemplary service to its Licentiates, Members and Fellows and is able to support the achievement of College, Faculty and Institute objectives.

Protect our special heritage and history by securing and promoting over 350 years of developments and improvements in our own history and in the history of medicine in Ireland.

The Institute of Medicine (IoM)

We are Ireland's newest medical training body having been established in January 2020 (replacing the ICHMT). We are one of the RCPI's six Faculties / Institutes. The IoM has oversight of 18 clinical medicine specialties in Ireland. These are:

- Cardiology
- Clinical Pharmacology & Therapeutics
- Clinical Genetics
- Dermatology
- Endocrinology & Diabetes Mellitus
- Gastroenterology
- General Internal Medicine
- Genitourinary Medicine
- Geriatric Medicine
- Infectious Diseases
- Medical Oncology
- Nephrology
- Neurology
- Palliative Medicine

- Pharmaceutical Medicine
- Rehabilitation Medicine
- Respiratory Medicine
- Rheumatology

The core business of the IoM is:

- Education, training, examinations & assessment of trainees in medicine specialties
- Support the professional careers of Fellows, Members & Trainees in medicine specialties
- Continuing professional development in medicine
- Promote and advance the body of knowledge of medicine
- Provide governance and oversight for its committees
- Assessment of applications to the SDR for medicine

Please see Appendix One for the structure of the IoM.

Examinations are a core part to the work for the Institute and the College. These RCPI membership examinations are delivered through the IoM. They are global and large in scale. For example, about 600 candidates a year sit for the Membership MRCPI GiM Part II clinical examination. The parts I and II written see large numbers with the Part I seeing on average about 400 candidates per diet across upwards of a dozen countries. There are currently three diets per year. These written examinations have recently moved to remote invigilation due to the challenges posed by the COVID pandemic. Before that they were offered in five to six computer test centres per diet across the world – from Ireland to Malaysia.

The IOM should be a leader on innovative approaches to medical education. International models have championed clinical educator roles and utilised technology in medical education to a far greater degree than Ireland. We also need to be at the forefront in terms of the future of examinations and methods of assessment. How we examine in five years' time from now may be very different to today?

Role of Director of Examinations, Institute of Medicine, RCPI

Job Specification

The IoM Director of Examinations will provide the leadership necessary for the Institute to ensure continued and enhanced strategic management and development of postgraduate examinations nationally and internationally. The post holder will work collaboratively with the Dean of the IoM, the Director of Education and Training for the IoM, the RCPI CEO, Registrar, RCPI's Head of Postgraduate Training and Education, Manager of the RCPI Examinations Team, Manager of Assessment and Programme Development and others on key operational, strategic and policy matters concerning the Institute's postgraduate examinations. Part of the work will also include the importance of succession planning, business continuity and development.

The Director will also play a role in providing input into other activities within the Institute, such as postgraduate specialist training, research, educational development and policy development. The Director will be a member of the IoM Board. The Director will report to the Chair of the IoM. The Director will be assisted in their role by the IoM Examinations Committee and Boards (including Chairs of the three Examination Boards), the RCPI Examinations Team, the RCPI Head of Postgraduate Training and Education, the Manager of Education and Curriculum, Head of RCPI I.T. and the Head of Professional Affairs. Further support will be provided through the Office of the Executive and other RCPI corporate functions.

Core Duties and Responsibilities

- Working into the Dean of the IoM and also working very closely with the Director of Education and Training for the IoM, the RCPI CEO, the new Registrar role for the RCPI, Head of RCPI's Training and Education (PTE), Manager of the RCPI Examinations Team and others on key strategic and policy matters concerning the College's membership examinations delivered through the IoM.
- Playing a leading role in facilitating and supporting the strategic development and management of examinations nationally and internationally.
- Ensuring that the relevant RCPI's examinations which are delivered through the Institute of Medicine are executed to the highest international standards, including governance.
- Ensuring succession planning, business continuity and development.
- Liaising and engaging with U.K., Canada, Australia and other peer colleges in progressing areas of common interest.
- Playing a leading role in the continuous quality improvement and quality assurance of the examinations.
- Ensuring that the examinations satisfy, and indeed exceed, the requirements of the Irish Medical Council.

- Leading out on the development of the examinations in accordance with best international standards and assisting with the implementation of any future structural changes and developments. A key part of that will be leading out on review and benchmarking.
- In conjunction with members of the various Examination Boards', having overall responsibility for the examinations process as a whole in the Institute.
- Chair the Institute's Examinations Committee and sit on the College MRCPI Examinations Board. The IoM Examinations Committee and College Board have responsibility for setting, and maintaining the standard of, postgraduate examinations including the Membership of the Royal College of Physicians of Ireland (MRCPI) in General Medicine. The IoM Examinations Committee reports on RCPI Examinations Committee on all academic and examination matters relating to the conduct of the Membership examinations, works with the RCPI Examinations Team to ensure that the examinations question banks are maintained and developed to meet international best practice, set examinations papers that reflect the aims and objectives of the examinations, agree relevant changes to MRCPI Regulations and consider appropriate appeals made under the MRCPI Regulations.
- A member of the IoM Board. Attend all meetings and report on examination issues and developments at these meetings. Input into key strategic decisions in terms of examinations and the wider area of assessments.
- Attend other Committees and meetings as relevant to the role.
- Submitting an annual report on the development and delivery of postgraduate examinations in the Institute.
- Additional duties will be undertaken as required, which may include travel to overseas examination centres.

Reporting Relationship

This role reports to the Dean of the Institute of Medicine.

Person Specification

Essential

- Member or Fellow of the Royal College of Physicians of Ireland (in good standing)
- Must be entered on the Medical Council's Specialist Division of the Register in any of the specialities aligned with the Institute of Medicine
- Hold a substantive consultant post or have retired from clinical practice within the last 12 months
- It is expected that the successful candidate will have significant prior experience of medical training and education

Desirable

- Current or previous member of any of the MRCPI examination boards

- Current or previous RCPI examiner
- Experience of leading change and overseeing implementation of strategy

Application requirements

Applicants should submit a CV and cover letter via email to Louis Lavelle (LouisLavelle@RCPI.IE) by Friday, 30 October 2020.

Appendix One

IOM – Board, Training, Education, Exams structure

