



Physician Associate National Examination

The Responsibilities and Duties of the Physician Associate National Examination Senior Examiner

The Senior Examiner for the Physician Associate (PA) National Examination is responsible to the RCP Assessment Unit Chief Examiner and will:

- have overall responsibility for the PA Examining Board to ensure that all the academic objectives are met;
- have responsibility for ensuring that the PA National written and clinical examinations are conducted appropriately and in accordance with RCP procedures;
- be responsible, with the support of the lead written examiner, lead clinical examiner, and assessment unit for the selection, appointment, training and monitoring of board members and examiners;
- take action when necessary to ensure appropriate standards are maintained;
- act as a PA clinical examiner;
- have responsibility for the implementation of developments to the PA National Examination, as directed and supported by the RCP Assessment Unit Chief Examiner;
- advise the education department and RCP Education Board, through the RCP Assessment Unit Chief Examiner and the Assessment Unit Steering group, on issues that affect academic, operational, and policy matters of the PA National Examination. This includes providing an annual report on the examination;
- be a member of misconduct and appeal hearing panels as requested.

Requirements

It is a requirement that the PA Senior Examiner will:

- be a physician associate, doctor, nurse or allied health professional¹;
- have a minimum of four years' post registration clinical practice experience;
- be registered with a professional body and be in good standing (or regulatory equivalent in country of practice);
- be up to date with equality and diversity training and appraisal process;
- have been actively engaged in the training of Physician Associates within the last two years, and to be up to date as appropriate with National Guidelines;
- have experience of PA examining and/or PA national examination Board/committee membership².

Time Commitment

The PA Examining Board will normally hold three examining board meetings per year and run three assessment periods. The Senior Examiner will work with the Assessment Unit to coordinate agendas for the meetings.

¹ If applicants are not physician associates, they should have experience of the PA role; either as a PA supervisor, significant involvement in a PA university programme or significant 'on the ground' experience working with PAs. Evidence of this will be assessed as part of the recruitment process

² This could include being a member of the Examining Board, Question Writing Group, Scenario Writing Group, Exam Development Group or the Question Paper Review Group.

The Senior Examiner will also be expected to act as Chief Examiner during each PA clinical examination period, in conjunction with the two Lead Examiners.

This is a non-salaried position though all reasonable expenses and travel costs will be met by the RCP in line with their expenses policy.

The tenure of board appointments is three years. Subject to the agreement of the RCP Education Board, individual tenure may be extended by up to a maximum of two years to ensure orderly succession planning.

Board and Committee Membership

- PA Examining Board (Chair)
- PA Development Group
- Assessment Unit Steering Group
- Faculty of Physician Associates Board
- PA Schools Council (PASC)
- HEE PA Working Group

The Senior Examiner will also be expected to attend question/scenario writing meetings, examiner training and ad hoc meetings where appropriate.

Performance Review

The RCP Assessment Unit Chief Examiner is responsible for giving feedback to Board Chairs on their performance as appropriate. An annual appraisal will be undertaken.

Confidentiality

The work of exams is highly sensitive, and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times.

Conflict of Interest

Should a conflict of interest or potential conflict of interest arise it is the responsibility of the individual to inform the RCP Chief Examiner.

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