



# Physician Associate National Examination

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

The Senior Examiner for the Physician Associate National Examination (PANE) is responsible to the Royal College of Physicians (RCP) Assessment Unit Clinical Lead for Assessment and will:

- > have overall responsibility for the PANE examination board to ensure that all the academic objectives are met;
- > have responsibility for ensuring that the PA National knowledge-based assessment (KBA) and clinical examination are conducted appropriately and in accordance with RCP procedures;
- > be responsible, with the support of the PANE KBA lead, PANE clinical examination lead, and RCP assessment unit for the selection, appointment, training and monitoring of board members;
- > take action when necessary to ensure appropriate standards are maintained during board meetings and in delivery of the exam;
- > act as a PANE lead examiner during clinical examination periods;
- > have responsibility for the implementation of developments to the PANE, as directed by the PANE Development Group, and with the support of the RCP Assessment Unit Clinical Lead for Assessment and the RCP Assessment Unit;
- > advise the RCP Education Board, through the RCP Assessment Unit Clinical Lead for Assessment and the PANE Development Group, on issues that affect academic, operational, and policy matters of the PANE.
- > be a member of misconduct and appeal hearing panels as requested.

### Requirements

It is a requirement that the PANE Senior Examiner will:

- > be a physician associate, doctor, nurse or allied health professional<sup>1</sup>;
- > have a minimum of four years' post registration clinical practice experience;

<sup>1</sup> If the senior examiner is not a physician associate, they should have substantial and demonstrable 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

- > 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 as a PANE OSCE examiner and/or PANE examination board/committee member<sup>2</sup>.

### **Time Commitment**

The PANE examination board hold three examination board meetings per year and run three assessment periods. The PANE Senior Examiner will work with the RCP Assessment Unit to coordinate agendas for the meetings.

The PANE Senior Examiner will also be expected to act as lead examiner during each PANE clinical examination period, in conjunction with the PANE KBA Lead, the PANE Clinical Examination Lead, and their respective deputies.

This is a non-salaried position, however 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**

- > PANE examination board (Chair)
- > PANE Development Group
- > RCP Education Board
- > Faculty of Physician Associates Board
- > PA Schools Council (PASC)

The PANE Senior Examiner will also be expected to periodically attend question/scenario writing meetings, examiner training and ad hoc meetings where appropriate, to ensure standards are maintained.

### **Performance Review**

The RCP Assessment Unit Clinical Lead for Assessment is responsible for providing ongoing support for Senior Examiners and conducting their annual appraisal.

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<sup>2</sup> This could include being a member of the Development Group, Examination Board, Question Paper Review Group, Scenario Review Group, Question Writing Group or Scenario Writing Group.

### **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 Assessment Unit Clinical Lead for Assessment.

### **Copyright**

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