Appointment of Tests of Competence and Revalidation Assessment Panel Members

Information for Applicants

February 2020
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The role of the GMC

1. The General Medical Council (GMC) is an independent organisation that helps to protect patients and improve medical education and practice across the UK.

- We decide which doctors are qualified to work here and we oversee UK medical education and training.

- We set the standards that doctors need to follow, and make sure that they continue to meet these standards throughout their careers.

- We take action when we believe a doctor may be putting the safety of patients, or the public’s confidence in doctors, at risk.

2. Every patient should receive a high standard of care. Our role is to help achieve that by working closely with doctors, their employers and patients, to make sure that the trust patients have in their doctors is fully justified.

What do the Tests of Competence and Revalidation Assessment Panel do?

What are the tests of competence?

3. Where we receive concerns from employers or patients about aspects of a doctor’s performance, we may need to carry out a performance assessment. This can be used as part of a wider investigation into a doctor’s fitness to practise. Performance assessments normally comprise a workplace visit and an assessment of the doctor’s knowledge and skills (tests of competence) which are tailored specifically to a doctor’s scope of practice. The tests of competence include a knowledge test and a clinical exam of at least 12 scenarios, often using actors who play the role of a patient, known as objective structured clinical examination (OSCE). Some specialties, including GPs also undertake a further simulation exercise of up to two hours aimed at replicating whole consultations.

What is the revalidation assessment?

4. For those doctors that do not have a Responsible Officer or Suitable Person, the GMC uses the revalidation assessment as part the objective evidence considered when evaluating a doctor’s fitness to practise and making a decision about whether the doctor should be revalidated. The revalidation assessment is a test of knowledge. It is a written ‘multiple choice’ test, consisting of 120 single best answer questions. There are 12 assessments for different specialties. The revalidation assessments are designed to test minimal competence such that a doctor who has at least six months’ experience in the specialty, would be expected to meet the required standard.
What is the role of the panel?

5 The Tests of Competence and Revalidation Panel will provide expert advice to the GMC on the development and operation of the tests of competence and revalidation assessment processes overseen by the GMC, in order to support the GMC in fulfilling its statutory purpose. This will include the selection of content for individual tests, alongside assistance with piloting, standard setting, writing and editing new content. The panel will also support the ongoing statistical analysis of the assessment processes.

How will I contribute as a panel member?

6 GMC/MPTS associates work under a Contract for Services. They are not employees and we engage them because of their special knowledge and expertise.

7 Panel Members will demonstrate the experience, knowledge and skills at the level of a senior doctor within their specialty. You must have successfully completed membership examinations at the relevant medical college and currently be practising in this specialty.

8 You will recommend developments in the tests of competence, assurance assessment and revalidation assessment processes to ensure they remain fit for purpose and up to date. Working with GMC staff and associates, you will develop and approve assessments.

9 Our assessment materials bank consist of single best answer questions and OSCEs. You will support standard setting for these and review the performance of them in assessments. You will lead writing workshops, review new material created and edit existing material to maintain the quality of the bank.

10 You will need to commit a minimum of six days a year as well as any mandatory training. Any preparation and ad hoc days are in addition to the above time commitment. The role will involve some home working, conference calls, and some travel to GMC offices in London and Manchester, as well as other non-GMC locations.

Which specialties are we recruiting for?

11 We are looking for panel members in the following specialties:

- Anaesthetics
- General (internal) medicine, including rheumatology or musculoskeletal medicine
- General Practice
- Ophthalmology
- Paediatrics
- Radiology
- Surgery
- Urology

12 You must also:

- have GP registration or specialist registration with the GMC - if you do not have GP or specialist registration you should be a senior doctor in your specialty with full registration.

- have demonstrable experience and standing in the fields of assessment and/or medical education.

- have successfully completed membership examinations at the relevant medical college and have current experience in your field, for example current clinical practice and/or an academic appointment in medical education

- be in good standing with the GMC and any other medical regulators with which you may be registered.

- have no recent fitness to practice actions, including warnings and undertakings. We will review all applicant’s fitness to practice history prior to appointment.

What can I claim for my services?

13 Fees are paid for the provision of the services and for training. We offer a daily fee of £310. GPs are able to claim a higher locum fee under certain circumstances.

14 You will be eligible to claim travel and subsistence expenses in accordance with the current Associates Expenses Claim Policy and Procedure. All travel and accommodation is booked through the GMC’s travel booking system which will ensure that appropriate discounts may be applied to travel arrangements.

What skills and experience do I need for the role?

Reason for application

15 You will have an interest in the assessment of competence and its governance.
Specific skills and experience - Knowledge of assessment methods

16 You will have knowledge and understanding of the design and implementation of assessment systems.

17 You will have previous experience of assessment writing (particularly OSCEs and single best answer questions) in a peer-reviewed setting. You will also be familiar with standard setting medical examinations.

18 You will also have peer-reviewed publications on assessment.

Analysis, judgement and decision making

19 You will have experience of gathering and analysing data to review the validity and reliability of items and assessments.

20 You will need to make informed decisions that will ensure the assessment processes remain robust and defensible. You will review and select appropriate items for inclusion in the question papers and OSCE selections, constructed by the GMC operational team, providing specialty specific advice where possible.

Working with others

21 You will participate actively at panel meetings, collaboratively discussing topics with the group.

22 You will support the running of assessment pilots, working with GMC staff, examiners and candidates to ensure successful delivery of the day.

23 You will lead assessment writers and participate in writing and editing workshops, working effectively with others in the group to develop assessment materials. You will need to be critical of pre-prepared work whilst conveying this in a constructive manner and maintain a productive working relationship with the authors.

Equality, Diversity and Fairness

24 You will demonstrate your commitment to equality, diversity and fairness in the work that you do, ensuring the GMC meets its legal responsibilities in this area.

How can I apply?

25 You need to apply online at https://jobs.gmc-uk.org.

26 You will be required to complete an online application form that contains biographical information, reference details, declarations and equality and diversity monitoring information. Applicants will be shortlisted against the competencies required for this position.
You will also need to outline your reasons for applying, your relevant experience, and answer questions based on the skills outlined above. When responding to these questions, it is important you provide a detailed answer on the situation you faced, what actions you took, and what the outcomes were. This information is vital for us to make a decision on your application.

You must submit your application by midnight on 16 March 2020.

Our shortlisting process is anonymous so the personal/identifying information you provide in the online application form will not be provided to the shortlisting panel.

Should you have any difficulty submitting the online application form then please email associaterecruitment@gmc-uk.org. Any requests for reasonable adjustments should also be sent to this email address.

What will happen next?

Candidates will be notified of the outcome of the shortlisting stage by 26 March 2020.

Interviews will be run by a selection panel in Manchester and London on both the 9 and 10 June 2020.

Appointment is conditional on the outcome of the assessment, receipt of satisfactory references and the outcome of the basic criminal background check.

In appointing the Tests of Competence and Revalidation Assessment Panel we will have regard to the need for balance in terms of diversity, knowledge and experience and with the aim of achieving a balance of relevant skills in our current pool.

Equality and diversity is important to us

We are committed to being fair and meeting our legal responsibilities under the Equality Act 2010. We will not discriminate against anyone on the grounds of a ‘protected characteristic’* when making appointments.

We are fully committed to making the appointment process accessible at all stages for any applicants with a disability or other specific requirements. This may include providing application forms in an alternative format or making adjustments to the

* The nine ‘protected characteristics’ under the Equality Act 2010 are age, disability, sexual orientation, religion and belief, race, sex, gender reassignment, marriage and civil partnership, and pregnancy and maternity.
interview process. Please contact Associate Services if you would like to discuss your requirements in more detail.

Latest update 6 February 2020