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**ICBSE BCA Lead**

**Application Form**

Application forms and references should be **typed** **and submitted electronically.**

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| --- | --- | --- |
| Surname: | First Name/s: | Title: |
| Home Address:      ` | Personal email address:  Daytime tel:  Mobile tel:  Date of Birth: | |
| Name of Hospital:  Work Address:      Hospital / Rooms tel: | Work Email address:  Specialty:  Sub-specialty interest:  GMC / IMC Number (if applicable): | |

**Personal details**

**Summarised CV (alternatively please attach CV)**

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| Education: |
|  |
| Qualifications: |
|  |

**Experience**

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| Author: |
|  |
| Audit: |
|  |
| Examination Experience: |
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**Supporting Statement**

**Personal Statement**

**Please explain why you are interested in examining and what qualities you would bring to the position of Examiner. Where possible, please cite evidence of your commitment.**

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| Applicants should include why they are interested in the post and may also wish to include any experience which may be of relevance (should not exceed one side of A4) |
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**Data Protection Act of 1998 and Freedom of Information Act 1998**

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| I understand that, if I am appointed, personal information about me will be computerised for personnel / administrative purposes and statutory returns |

**Declaration**

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| I confirm that I will, if appointed, honour examining commitments faithfully. I certify that I conform to the eligibility criteria and that the information I have given above is to the best of my knowledge correct. |
| **By submitting your application to the College you are declaring that the information provided is correct and complete to the best of your knowledge.** |

**Submitting your application**

Please e-mail your completed application form to ICBSE Manager at:

gayre@icbse.org.uk

**EQUAL OPPORTUNITIES MONITORING**

The Royal Colleges of Surgeons of Great Britain and Ireland aim to ensure fair treatment in relation to admission and assessment of examination candidates. Completing this form will allow us to monitor our statistics and ensure that we are delivering a fair examination to all candidates.

In line with UK and Irish legislation and good practice guidelines, we are asking all applicants to complete this section. You are not obliged to provide any of the information in this section, but if you do so, it will enable us to monitor our business processes and ensure that we provide equality of opportunity to all.

|  |  |
| --- | --- |
| **Gender** Female  Male  Transgender  Prefer not to say  **Ethnicity**  Choose one selection from the list below to indicate your ethnic group or background.  **a) White**  English/Welsh/Scottish/Northern Irish/British  Irish  Gypsy or Irish Traveller  Any other White background (write in)    **b) Mixed / Multiple Ethnic Groups**  White and Black Caribbean  White and Black African  White and Asian  Any other mixed background (write in)    **c) Asian or Asian British**  Bangladeshi  Chinese  Indian  Pakistani  Any other Asian background (write in)    **d) Black / African / Caribbean / Black British**  African  Caribbean  Any other Black / African / Caribbean / Black British (write in)     1. **Other Ethnic Group**   Arab  Any other ethnic background (write in)    **Prefer not to say** | **Do you consider your first language to be English?**  Yes  No  Prefer not to say  **Do you have a disability** under the terms of the Equality Act 2010? (The Equality Act defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term negative effect on your ability to do normal daily activities).  Yes  No  Prefer not to say  **What is your sexual orientation?**  Bisexual  Heterosexual  Lesbian or Gay  Prefer not to say  **Marital Status**  Single  Married  Cohabiting  Civil partnership  Separated/divorced  Widowed  Prefer not to say  **What is your religion or belief?**  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  Other religion/belief  No religion  Prefer not to say |

This information will be recorded electronically with your other data in accordance with the Data Protection Act 1998, but used only for monitoring our business practices

**ICBSE**

**OSCE Sub Group**

**BCA Lead Role Description**

1. **Attendance**

The Lead is expected to attend the OSCE standard setting/subgroup meetings (3 per year). The BCA Lead will be expected to report to the Committee on developmental and review activities within the BCA.

There are no other formal meetings set at present. It is expected, however, that the Lead would, in consultation with colleagues hold up to three intercollegiate question writing meetings per year.

1. **The Question Bank**

The Lead will liaise closely with the Managing Editor in developing questions for the OSCE Bank within the BCA. In particular the Lead’s role will be to:

* proactively expand the BCA bank by holding question writing/review sessions at regular intervals and writing questions themselves as appropriate
* work with a nominated deputy to perform all the tasks required of the role
* suggest/source scenario writers from among colleagues or other contacts
* keep existing questions under review, and deal promptly with scenario queries and formal feedback received from candidates, examiners and assessors. It is expected that formal responses will be recorded, thus completing the feedback loop to the originators of the feedback and the IQA.
* use the syllabus/guide to ensure that items currently in the Bank are on the syllabus and are constructed according to correct domains/marks
* use the syllabus/guide to identify gaps in coverage in the Bank and use this as the lever to develop more questions
* have final editorial control of content and accuracy of the scenarios
* conform to security protocol/guidelines
* respond promptly to emails and other correspondence from the ICBSE Question Editor
* use ‘comments’ and ‘track changes’ features in Word so that there is a history trail that can be followed.
* use any system as may from time to time be in use to assist the question writing/security process
* supply or obtain any visual or paper props needed for scenarios within the BCA – scans, X-rays, observation charts and any other case history information needed
* recommend the supply or purchase of the appropriate equipment or other props necessary for the successful implementation of new scenarios

1. **Performance**

It may be necessary for targets to be set in terms of question-writing output and punctuality of responding to queries and formal feedback. Failure to meet these targets may lead to the post holder’s position being reviewed.

1. **Term of Office**

The Term of Office shall be 3 years in the first instance, with the possibility of extension allowable.