



The Royal College of Pathologists

Pathology: the science behind the cure

ROLE DESCRIPTION FOR ITEM WRITER

1. ROLE DETAILS

Title: Item Writer

Responsible to: College Council

Reports to: The Chair of Panel of Examiners

2. APPOINTMENT

Item Writers are appointed by Council on the recommendation of the Examinations Committee. Individuals may be nominated by the relevant SAC or the Panel Chair. Alternatively, applications from those who meet the role description may be accepted following open advertisement by the College. The Examinations Committee will normally take advice from the Panel Chair for that specialty in deciding on accepting a nomination.

Initial appointment will be for 5 years. Continuation as an examiner will be subject to review by the Panel Chair.

3. ROLE PURPOSE

To produce questions for College examinations.

4. KEY WORKING RELATIONSHIPS

- (a) Panel Chair for specialty.
- (b) Examiners in specialty.
- (c) Examinations Department staff.

5. PERSON SPECIFICATION

Item Writers:

- (a) should hold at least the Part 1 examination in the relevant specialty;
- (b) should be in active clinical practice or research;
- (c) should normally work in UKAS registered or accredited laboratories, (where relevant to the specialty);
- (d) should be in a recognised training programme; and
- (e) should have evidence that they participate in EQA schemes where appropriate.

6. GENERAL PERFORMANCE STANDARDS

- (a) Item Writers must keep up to date with scientific, medical and educational developments in the specialty.
- (b) Item Writers must be prepared to undertake training in the examination process and in equality and diversity arranged by the College.

7. DUTIES AND RESPONSIBILITIES

Item Writers have the responsibility to:

- (a) provide questions when requested by the Panel Chair commensurate with the level of examination that the Item Writer has already passed;
- (b) maintain the confidentiality of the item bank; and
- (c) inform either the Examinations Manager or the Director of Examinations if there have been any questions raised about their professional performance in their day to day roles as this might mean that candidates have grounds for appeal at a later stage.