



## Medical Schools Council Assessment Alliance

### Final Review Group – Common Item Bank

### Job description and person specification

#### Job Title

MSCAA Common Item Bank Final Review Group Member

#### Job Summary

The Common Item Bank Final Review Group will be responsible for supporting the development and quality assurance of all new items and for the post-exam review of items used in the Common Item Bank on an ongoing basis.

The Group will aim to ensure that the MSCAA Common Item Bank is fit for purpose and has breadth and depth of items. This will include reviewing the existing pool of non-AKT items, identifying and advising on areas where new items will be needed, commissioning the development of these items from staff attending the item review events, reviewing items flagged by performance data and making periodic review of questions to ensure they are up to date.

#### Skills and experience required

Applicants should be of senior trainee (ST5 and above), Consultant, General Practitioner (or equivalent senior academic status) or equivalent Staff and Associate Specialist (SAS) grade and should come from clinical specialties involved in the delivery of undergraduate medical education and assessment.

Applicants must have an honorary or substantive contract with a UK university that has a medical school and be actively engaged in the teaching and/or training of medical students within the last two years.

Applicants should have a current licence to practise. However, those who have recently demitted practice will be considered where they can demonstrate they continue to have the relevant skills and experience.

Applicants should have considerable understanding of the knowledge, skills, duties, responsibilities and competencies expected of a doctor in a first appointment within the UK Foundation Programme.

Applicants will have expertise in medical education and assessment and will have local and/or national experience of writing SBAs at finals-level or similar. They will be expected to engage in constructive discussions of item content and work collaboratively with other members of the group to reach a consensus. Familiarity with MSC's Exam-Write platform where the questions are banked and edited is desirable.

Applicants must have an understanding of and a commitment to addressing equal opportunity, diversity, and inclusivity, with a non-discriminatory approach to cultural differences and all other protected characteristics and an appreciation of the issues faced by newly qualified doctors.

Applicants should be up to date as appropriate with CPD requirements and relevant national guidelines, including EDI training.

## Time Commitment

Initially it is anticipated that events will be held twice a year, one 1.5 day in-person event and one 1 day virtual event. For the 1.5 day in-person event, the first 1 day will be for the first stage of review, and the remaining 0.5 days will be for the Final Review Group members to complete the review process. The 1 day virtual event will be a morning session with the initial review group followed by an afternoon session with the Final Review Groups. The venues for in-person events will vary but are likely to include London, Coventry and a location in the north of England. Members of the Final Review Group will be required to attend a minimum of one meeting each year.

Appointments will be for a 3-year term after which there will be an option to reapply along with any new candidates who want to put themselves forward. Members who fail to attend the required number of meetings or to meet the required standard of work could be demitted.

## Payment and expenses

There is no direct remuneration for these appointments. This work contributes to the assessment objectives of MSC as a membership organisation and is for the benefit of all members. By applying you are confirming that you have the support of your medical school to take part. Only travel expenses incurred by members through their role on the Final Review Group will be paid by MSC. Where events or meetings require overnight accommodation, this will be booked and paid for by MSC. The terms and conditions for such payments are set out in an MSC travel and expenses policy.

An application will be submitted for CPD credits.

## Equality and diversity is important

MSC is committed to being fair and going beyond our legal responsibilities under the Equality Act 2010. It will not discriminate against anyone on the grounds of a 'protected characteristic'<sup>1</sup> when making appointments and actively encourages applications from doctors from groups that share protected characteristics.

It is fully committed to making the appointment process at all stages and experience in the role accessible for any applicants and successful appointees with a disability or other specific requirements. This may include providing application forms in an alternative format or making adjustments to the interview process, as well as holding meetings in accessible venues and making adjustments to sessions as required.

## Person specification

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<sup>1</sup> 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.

<b>General and professional education</b>	<b>Essential</b>	<b>Desirable</b>
Holds a medical qualification such as MBBS or MBChB or an equivalent	✓	
Has a Licence to Practise	✓	
Has a qualification in medical education with a minimum PGCert MedEd or SFHEA or equivalent	✓	
Has an honorary or substantive contract with a UK university that has a medical school that is a full or associate member of the MSC and has approval of the Head of Medical School or a nominated deputy	✓	
<b>Experience and knowledge</b>		
Actively engaged in the training of medical students within the last two years	✓	
Good understanding of the principles of medical education, including knowledge-based assessments	✓	
Understanding of standard setting methodology used for examinations (e.g. Angoff/Hofstee/test equating)		✓
Understanding of quality assurance processes for examinations (e.g. question performance)	✓	
Previous experience of question writing for undergraduate examinations	✓	
Able to demonstrate a commitment to and understanding of key issues around EDI in medical education particularly in relation to assessment.	✓	
Up to date with: <ul style="list-style-type: none"> <li>● Employer's equality and diversity training</li> <li>● CPD requirements</li> <li>● GDPR training</li> </ul>	✓ ✓	✓