



The Royal College of **Pathologists**

Pathology: the science behind the cure

September 2024

Dear Applicant,

Re: Exams Assistant

Thank you for your interest in working for the Royal College of Pathologists.

Pathology is at the heart of modern healthcare. Pathologists work to prevent, diagnose, treat and monitor diseases and are involved in the diagnosis of disorders affecting every organ of the body, from before birth to after death. The majority of tests requested by doctors will be performed and interpreted by a clinical scientist or medically qualified pathologist.

This is a fantastic opportunity to join a royal medical college whose members are at the forefront of tackling the COVID-19 pandemic and furthering high standards of patient care and safety.

About you

The College offers Fellowship examinations in 17 different pathological specialties, supported by the Examinations Team and a panel of volunteer examiners from the College's Fellows for each specialty. The examinations are run both online and in person.

The main purpose of this role is to support the day to day running of the examinations with a particular focus on question bank management. You will be working with the Examinations Team and examiners across all specialties. This will include supporting examiner panels to organize and run question writing sessions and ensuring that question banks remain up to date. You will also have a number of other examination-related duties, including – but not limited to – processing applications, invigilating at examination and collating examination results.

To apply, please send a CV and completed supporting information form to recruitment@rcpath.org by **9am Monday 30 September 2024**.



If you apply for the post, I would be grateful if you would complete an optional anonymous diversity monitoring questionnaire to enable the College to monitor the diversity of applicants: [RCPATH Diversity Monitoring Questionnaire](#)

If you would like to speak to someone about the role, please contact HR in the first instance on 020 7451 6700, or via recruitment@rcpath.org.

I look forward to receiving your application.

Yours sincerely,

Helen Melliush



Examinations Assistant

Job description

Responsible to: Examinations Operations Manager

Accountable to: Head of Examinations

Working hours: Full time 35-hour week (excluding lunch hour) Monday to Friday

Grade: 2

Directorate and team

The Examinations Assistant is a member of the Learning Directorate which provides the College with support for the following activities and functions:

- Assessment
- Examinations
- International
- Training

The Examinations Department administers all aspects of the College's Fellowship (FRCPATH), Diploma, Certificate, and BMS examinations and Fellowship by Published Works for 17 medical and non-medical specialties. The Department administers around 100 examinations per year in two sessions for approximately 2600 candidates across 2 sessions. The Department's responsibilities fall under the following main headings:

- Question setting, examination delivery and issue of results
- Quality assurance and control
- Candidate and examiner relations
- Examiner management
- Regulatory and governance requirements



Key duties

Examination Management

- To arrange, attend, and minute question writing groups for specialties.
- To manage the question banks for all specialties ensuring that changes to questions are recorded accurately, new questions are added to the relevant bank and questions removed where they are no longer needed.
- To work with examiners to develop question bank documentation, templates, and ways of presenting information.
- To work with online question bank providers to develop systems to support the production of exam questions.
- To record and maintain a database of past question performance to share with the Psychometrician and examiners, including preparation of examination material.
- To invigilate at examinations
- To support the processing of examination results.

Examiner Management

- To liaise with examiners for their allocated meetings to ensure that there are sufficient appropriate examiners to attend meetings and examinations.
- To coordinate, attend and minute examiners' meetings and workshops, including confirming attendees and venues.
- To attend and minute meetings of the Examinations Committee
- To prepare statistics related to performance of examination questions and any other reports as required.
- To work with the Examinations Operations Manager and Examinations Communications Officer to ensure examiner specialty lists are up to date.
- To work with the Examinations Co-ordinators to ensure that meeting calendars for each specialty are up to date.

Candidate Relations

- To work with the Examinations Operations Manager and Examinations Co-ordinators to ensure the database and website are up to date.
- To process online examination applications
- To issue receipts to candidates for payment of examination fees.
- To respond to enquiries from candidates, examiners and advisers, ensuring complex matters are escalated within a timely manner.

General duties

- To keep abreast of relevant research and developments within own professional field, including developments in GMC/HSST policy, statistical methods applied to examinations in standard setting and results, and matters relating to equality.
- To revise processes on an ongoing basis to find more efficient and effective ways of working.
- To update content for the examinations area of the website.
- To maintain confidentiality (including data protection) and security at all times.
- Undertaking any other such duties and responsibilities as requested which are commensurate with this role.



Additional Information

- This role will involve a significant level of manual handling of examination material.
- This role will include working occasional extended hours or to a rota during examination sessions.
- Annual leave will be restricted during the examination period.
- Some travel within the UK to attend examinations may be required and may include overnight stays for which time off in lieu will be provided.





Examinations Assistant Person specification

Requirements	E	D
Qualifications / Experience / Knowledge		
Educated to A-level standard or equivalent	ü	
Experience of working in an administrative environment	ü	
Experience of working in medical/education sector, high-stakes or membership environment and/or experience of working under external scrutiny/regulation		ü
Experience of creating, updating and adhering to procedures	ü	
Experience of using member databases and updating website content	ü	
Experience of proofreading documents	ü	
Skills / Abilities		
A high level of numeracy, written and verbal communication skills	ü	
Ability to communicate effectively with a wide range of professionals	ü	
Excellent IT skills including intermediate/advanced knowledge of Excel	ü	
Intermediate knowledge of File Maker Pro		ü
Ability to work as part of a team	ü	
Ability to prioritise own workload and meet deadlines	ü	
A high level of accuracy and attention to detail	ü	
Qualities		
Ability to maintain confidentiality	ü	
Ability to use own initiative and solve problems	ü	
Willingness to carry out routine tasks with focus for sustained periods of time	ü	
Ability to maintain accuracy and high levels of attention to detail	ü	



Working for the Royal College of Pathologists

Competitive salary	The salary for this Grade 2 role is £32,642.00 per annum. This also has opportunities for competence-based pay progression.
Hours	Standard working hours are 35 hours per week for this role.
Annual leave	25 days per annum (pro-rotta), increasing with length of service. Plus bank holidays and 3 additional days between Christmas and New Year.
College closure days	The Trustee Board every July decides whether it will close the College between Christmas and New Year.
Employee discount scheme	The College has an employee discount scheme operated through Reward Gateway. This scheme offers employees discounts and cashback with major retailers.
Pensions	Employees will join the College pension scheme.
Interest-free season ticket loan	You may apply to the College for an interest-free loan to purchase an annual season ticket.
Cycle to work scheme	The College offers an interest free loan as part of our cycle to work scheme.
Employee assistance programme	Through this programme employees have access to a confidential counselling service, health advice, emotional support as well as a comprehensive occupational health service.
Learning and development	The College offers learning and development opportunities for all members of staff.
Maternity pay	Enhanced maternity pay, with up to 8 weeks at full pay, and 18 weeks at half pay.
Paternity pay	2 weeks full pay.
Flexible working	Flexible working is supported.

Note: This is an example of current benefits provided, subject to eligibility requirements, and it is not contractual.



The College's values and behaviours set out the kind of organisation we are, what is important to us collectively, and how we work to achieve success. They apply to staff members, honorary officers and volunteers. We also share our values and behaviours with contractors and others working within the College.



Teamwork

We achieve excellence by working together.

- We collaborate, share knowledge and communicate plans.
- We involve the right people at the right time.
- We work cohesively towards common goals.
- We value diversity and the contribution and expertise of others.
- We provide, seek and act on constructive feedback.
- We approach tasks with energy and focus on positives.



Service

We support members to deliver the best patient care.

- We provide a welcoming, consistent and professional service.
- We listen to our members to understand and respond to their needs.
- We deliver impartial and accurate information and advice.
- We seek opportunities to improve the value of benefits for all membership categories.
- We are positive, open and transparent.
- We are reliable, delivering within agreed timescales.



Ambition

We aspire to provide the best quality services and lead innovation for pathology.

- We strive to be the best we can be.
- We are resilient and determined.
- We take managed risks and learn from our mistakes.
- We take a proactive and solutions-focused approach to our work.
- We use innovation and creativity to improve the quality and efficiency of our work.
- We are committed to continuous learning and development.

