

**DIPLOMA IN MAJOR INCIDENT MANAGEMENT**  
**FACULTY OF PRE-HOSPITAL CARE**  
**ROYAL COLLEGE OF SURGEONS OF EDINBURGH**

# **REGULATIONS**

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## **Introduction**

### *Background*

Recent major incidents and subsequent enquiries emphasise the need for a well co-ordinated multiagency response to all major incidents. Developments with Hazardous Area Response Teams (HART), incorporating Urban Search and Rescue (USAR), and a legislated nationally organised response system have demonstrated the need for a nationally recognised and validated assessment of major incident management practice.

MIMMS/HMIMMS provides effective entry level training programme and course materials. These courses provide little more than a basic overview and organisation/service responsibilities relevant to a local major incident. As such it does not offer or assess knowledge in the detail required of professionals likely to be involved in planning or coordination of complex multiagency response.

The Diploma in the Medical Care of Catastrophes (DMCC), established in 1994, was designed to demonstrate thorough specialist knowledge for those practitioners who are required to provide a medical and surgical response at the scene of major man-made and natural disasters. It is intended for civilian and military physicians, surgeons, dentists and nurses, who will work as members of medical response teams abroad. By means of a series of training modules, it co-ordinates the preparation of personnel and establishes a level of skill for those working in the catastrophe situation. It is also intended to provide a means by which organisations can identify suitable personnel from those who volunteer to respond to such worldwide crises. Thus, the DMCC does not provide the legal, organizational or operational framework for responding to a major incident (rather than a natural or man-made disaster) in the UK.

Master's degree programmes are available in major incident planning and continue to be a valuable resource for, in the main, full time professional planners and those with senior executive authority. Financial and time constraints mean that they are not suitable for the large numbers of professionals who may be required to respond to a major incident such as the Manchester Arena bombings.

### *Aims of the Diploma*

This Diploma is aimed at all those involved in the planning for, or organisation of, a major incident response above that of their own area of professional expertise. The aim of the Diploma in Major Incident Management (Dip MIM) is to allow successful candidates to demonstrate a level of knowledge and expertise between MIMMS/HMIMMS and master's level. As such, the emphasis is on the organisational and regulatory framework of major incident management rather than clinical aspects, although these do form part of the syllabus where such knowledge is essential to the provision of an appropriate response.

### *Blueprinting*

This examination is blueprinted against the Exam Syllabus (available currently at <https://www.rcsed.ac.uk/exams/our-exams>) . Potential candidates are strongly advised to read and consider the content of the syllabus thoroughly before applying for the examination.

## **1. Eligibility**

**1.1** The following candidates will be eligible to sit this examination:

Emergency services personnel:

- Police forces
- British Transport Police
- Fire authorities
- Ambulance services
- Maritime and Coastguard Agency
- Military

Healthcare personnel:

- Primary care e.g., General Practitioners, Nurse Practitioners
- Acute/Foundation Trusts e.g., Hospital doctors and nurses
- Leadership and management personnel with EPRR roles in healthcare organisations

**1.2** Candidates must have been engaged in the practice of their profession for not less than five years after gaining the requisite qualification to undertake their role within the organisation listed in section 1.1.

**1.3** Candidates are advised to have gained experience of Major Incident Management through either having successfully completed MIMMS/HMIMMS courses and/or work in an Emergency Preparedness Resilience and Response (EPRR) role within their organisation.

- 1.4** Candidates who do not fulfil the above entry requirements may apply for special consideration and their applications will initially be considered by the Convener and may be presented to the Specialty Advisory Board for Examinations for discussion and final decision.

## **2. Format of the Examination**

The Diploma examination will consist of two components as follows:

- 2.1** Part A: The first component consists of 2 written papers consisting of 180 Single Best Answer (SBA) questions (90 questions per paper). Each paper is 2 hours in duration and both papers are taken on the same day. There will be a break in between each paper. The marks of the two written papers will be combined to give a total mark for Part A.
- 2.2** Part B: The second component is a scenario based structured oral examination consisting of 12 stations each of 12 minutes duration (including 2 minutes of reading time).
- 2.3** Candidates will be required to attempt both parts of the examinations at their first attempt. Further attempts will be allowed for any outstanding parts. For example, if a candidate was unsuccessful at both parts A and B on first attempt, they will be required to resit both parts at the same time. If a candidate was successful at one part, then they would resit the unsuccessful element.
- 2.4** In order to obtain an overall pass, the candidate will be required to demonstrate a minimum level of competence in both sections A and B. A maximum of Four attempts of each section will be permitted.

### **3. Applying for the examination**

- 3.1** The examination for the Diploma in Major Incident Management will be held once a year. The dates of the examination and the venues and fees payable are set out in the online examination calendar which can be found on the College website: <http://www.rcsed.ac.uk>.
- 3.2** Applications must:
- 3.2.1** Be made on the appropriate (paper or electronic version) application form.
  - 3.2.2** Be accompanied by the examination fee payment, which must be received in full before a candidate is entered for the examination.
  - 3.2.3** Be accompanied by certificates showing the date and place of obtaining the primary qualification, registration and particulars of subsequent experience. The name on the primary certificate will normally be the name by which the candidates are registered.
  - 3.2.3** Reach the examinations department/section of the appropriate college by the date specified in the examinations calendar.
- 3.3** Late applications will not be accepted, and no allowance will be made for postal or other delays. Failure to submit the documentation listed on the candidate checklist may result in an application form being rejected and/or a delay in the processing of an application.
- 3.4** Applicants who are ineligible for an examination as a result of failing to provide the required documentation by the closing date will not be enrolled in the examination. Applicants in this category will have their fees refunded less a 20% administrative charge.

- 3.5** if, exceptionally, a candidate is permitted to enter the examination without first having paid the specified examination fee and fails thereafter to pay the fee, the candidate shall not be permitted to take any further part with any Surgical Royal College without payment of the outstanding fee or, if the unpaid fee relates to such a candidate's final part of the examination, the relevant college reserves the right not to mark or assess that part of the examination or not allow the candidate to proceed to Membership of the relevant college in accordance with these regulations.
- 3.6** Candidates are allowed up to four attempts at this examination. An attempt is defined as an occasion when a candidate commences, but not necessarily completes all components of the examination.
- 3.5** Re-sit applicants who have previously been accepted as a candidate for the examination for which they are applying are normally not required to resubmit certificates if still in date at time of application.
- 3.6** The College reserves the right, regardless of eligibility to take the examination, to review applications on an individual basis in exceptional circumstances.
- 3.7** The colleges reserve the right to make recordings of the examinations for the purposes of quality assurance and training.
- 3.7** All personal information held by the Examinations Section of the College will be held in accordance with the Data Protection Acts of 1984 and 1998 and the Freedom of Information Act of 1997 and 2000 and data collected will not be released outside of the partner Regulators, Deaneries, and Faculties.

#### **4. Proof of identity**

- 4.1** Candidates must bring proof of identity to each part of the examination. Proof of identity must be an official document, such as a current passport or driver's licence that includes the candidate's name, signature and photograph.
- 4.2** For the purposes of visual identification, any candidate sitting any part of the examination may be required to remove any clothing and/or other item which covers all, or part of, the candidate's face. The College will observe sensitivity in the visual identification of candidates. Entry to the examination will not be granted unless visual identification has taken place.

#### **5.0 Dress Code**

- 5.1** The examination follows the principle that the same dress code should apply for a professional examination as it does for day-to-day clinical practice and contact with patients. This means that forms of dress should not, in any way, impede or constrain the candidate's ability to demonstrate relevant technical and non-technical skills or communicate with examiners, simulated patients, simulated carers and other examination staff.
- 5.2** Part A of the examination is not 'patient-facing'. Candidates are therefore permitted to wear smart casual clothes.
- 5.3** Part B of the examination is 'patient-facing'. Candidates may wear clothing commensurate with working in a simulated pre-hospital clinical environment. This may include one-piece and two-piece protective overalls at the discretion of the candidate. Helmets and high visibility jackets are not required. Blank knee



boards can be worn, if desired. Please show these to the examinations team before entering the examination.

- 5.4** If a candidate chooses to wear protective overalls, all markings that demonstrate the candidate's profession or professional position must be covered or removed. Similarly, clothing should not have badges or labels that name or illustrate commercial sponsors and/or particular hospitals or prehospital services, including NHS services. These badges or labels should either be removed or covered.

## **6. Withdrawal from the examination**

- 6.1** Candidates who wish to withdraw an application for admission to any part of the examination must submit a request in writing to the College. A refund of the fee paid may be made (less an administrative fee of 20%), provided that notice of intention to withdraw is received by the Examinations Section before the closing date by which applications are due, as shown in the examinations calendar. Refunds are not normally made to candidates who withdraw after the closing date.
- 6.2** Candidates who wish to withdraw an application for admission to any part of the examination on medical grounds and request a refund must submit a request in writing to the College, accompanied by a medical certificate. An application for consideration of a refund on compassionate grounds should be supported by full details, plus a supporting letter from an appropriate professional. Each such application must be submitted to the Examinations Section within 14 days following the date of the candidate's programmed examination date.

**6.3** Candidates should note that the College operates a 'Fit to Sit' policy; if a candidate attends and takes an examination, they are declaring themselves fit to sit the examination and they will not be able to subsequently claim that their performance was affected by mitigating circumstances. Candidates will therefore need to take responsibility for deciding in advance whether they are unwell or facing other significant mitigating circumstances.

## **7. Notification of Pregnancy and Deferral**

### **Deferral of examination due to pregnancy-related complications**

**7.1** A deferral may be permitted to candidates supplying an appropriate medical report which satisfies the College indicating:

- (i) the candidate has any pregnancy related problems or illness and/or;
- (ii) the candidate's confinement is due shortly before or around the date of the examination and/or;
- (iii) the candidate has sufficient discomfort for her to consider that it will have a detrimental effect on her performance.

In such circumstances, a deferral will be permitted, and no further fee will be required.

**7.2** Any candidate who does not inform the College of their pregnancy and is consequently unable to sit for the examination will not normally be allowed to defer this examination without submission of another fee.

## **8. Candidates with special circumstances**

Candidates with special needs should advise the College at the time of application of the nature of their needs any assistance that they require. Requests should be supported by medical evidence (an educational psychologist's report is required for requests for extra time because of dyslexia). If appropriate, details of extra time or other allowances made by other examining bodies should be given, although the College is not bound to follow these.

## **9. Notification of results**

Results will be placed on the website and sent out in the post by the examinations department/section of the college through which the candidate entered.

## **10. Improper Conduction by Examination Candidates**

In the case of improper conduct of an examination candidate, as defined below, the College may impose a penalty relating to the candidate's eligibility for the relevant or future examinations.

Improper conduct is defined as:

- 10.1** Dishonestly obtaining or attempting to obtain entry to the examination by making false claims about eligibility for the examination, or falsifying any aspects of the entry documentation.

**10.2** Obtaining or seeking to obtain unfair advantage during an examination or inciting other candidates to do the same. Examples of unfair advantage are:

**10.2.1** Having on the person any material that would give advantage in an examination once the examination has commenced (this includes electronic communication devices).

**10.2.2** Communicating, or attempting to communicate, with another candidate, once the examination has commenced.

**10.2.3** Refusing to follow the instructions given by invigilators, examiners or examinations staff concerning the conduct of, and procedure for, the examination. This list is not exhaustive.

**10.2.4** Removing or attempting to remove from the examination any confidential material relating to the examination.

**10.2.5** Obtaining or attempting to obtain confidential information concerning the examination from an examiner or examination official.

**10.2.6** Passing confidential information on the content of the examination to a third party.

## **11. Appeals and complaints procedures**

Candidates wishing to lodge a complaint or appeal must do so in accordance with the College Examinations Complaints and Appeals Procedures. The full procedural document can be downloaded from the College website at [www.rcsed.ac.uk](http://www.rcsed.ac.uk) or obtained from:

Examination Section

The Royal College of Surgeons of Edinburgh

Nicolson Street,

Edinburgh,

Scotland, UK EH8 9DW

Email: [FPHC.exams@rcsed.ac.uk](mailto:FPHC.exams@rcsed.ac.uk)

## **12. Eligibility for Diploma certificate**

A candidate who passes the examination and satisfies the regulations shall be entitled to the designation of Diplomate in Major Incident Management of the Royal College of Surgeons of Edinburgh (Dip MIM RCSEd) and shall receive a Diploma.

**NOTE: These Regulations are under continual review. It is recommended that candidates keep in regular contact with the College to ensure that they have the most up-to-date information. Any changes will be announced on the College website: <https://www.rcsed.ac.uk/exams>**