



FACULTY OF PRE-HOSPITAL CARE

Junior Examinations Officer – Student and Trainee Group

Summary

The Junior Examinations officer is a student or junior clinician who takes responsibility for ensuring appropriate volunteer support for examinations run by the Faculty of Pre-Hospital Care within the Royal College of Surgeons of Edinburgh (RCSEd).

The Junior Examinations Officer fulfils a key role in supporting the Lead Examiner for Supporters in organising volunteers to help in the delivery of high-quality examinations. They will gain exposure to Faculty operations through attendance at Faculty Advisory Board, Examinations Committee, and Student and Trainee Committee meetings.

The components of the Faculty's examinations portfolio that they are expected to support are:

- DIMC OSPE
- FIMC OSPE
- FIMC simulations
- DRTM OSPE

Responsibilities

- Manage recruitment of volunteer OSPE actors for the FIMC, DIMC and DRTM examinations
- Attend full FIMC/FIMC OSPE diets twice yearly in January and July. During these weeks you will:
 - Deliver a volunteer briefing at the outset of each diet
 - Manage volunteer schedules and allocations
 - Plan volunteer social and CPD activities
 - Act as first point of contact for queries, concerns or pastoral issues from volunteers
 - Collect and process post-event feedback and generate certificates of attendance
- Respond to enquiries from volunteers and prospective volunteers via email
- Maintain up to date records of current student supporters throughout the year
- Attend various FPHC committee meetings as required (every 2-3 months)
- Note that while the JEO is responsible for coordinating supporters for the annual DRTM OSPE exam diet, they are not expected to attend this diet in person.

Prospective applicants must be able to commit to in person attendance at the faculty's twice yearly IMC examination diets. In person attendance at the DRTM is welcomed but not required. The dates required (inclusive) are listed below:

- 1st – 3rd July 2026 (Attending as supporter, shadowing JEO)
- 26th – 29th January 2027
- 29th June – 2nd July 2027
- 24th – 28th January 2028
- 27th – 30th June 2028

Remuneration and Expenses

Once fully in post, travel to and from diets will be arranged by the faculty without cost to the JEO. In the event that the JEO is not able to commute to IMC diets, individual accommodation will be provided. Subsistence can also be claimed in line with RCSEd policy where food is not provided. Note that the role is on a voluntary basis and has no associated salary.

Reporting

The Junior Examinations Officer reports to the Lead Examiner for Volunteers, the Chair of the Student and Trainee Group and the Pre-hospital Examinations Committee.

Term of Office

The tenure for Junior Examinations Officer will be for a period of two years and may be extended for a further period of two years repeatedly.

Eligibility

Healthcare students and junior clinicians who meet the person specification below are eligible to apply for the post. Please note that any person in the role will be unable to sit any of the Faculty's postgraduate examinations for a period of 3 years following their *last involvement* in the examinations. The role is therefore unsuitable for anyone intending to sit a faculty examination within the next 5 years.

Appointment

Appointment of the Junior Examinations Officer is by the Student and Trainee Group.

Person Specification – Junior Examinations Officer

	Essential	Desirable
Education and qualifications	HCPC registered Paramedic, NMC registered nurse or GMC registered doctor or Student on recognised nursing, paramedic or medical degree.	
Previous experience (Paid/Unpaid relevant to role)		<p>Previous experience of committee position in any student society / faculty / college.</p> <p>Attendance as a volunteer on previous IMC examination diets.</p>
Skills, knowledge, ability, aptitude and personal characteristics	<p>Interest in pre-hospital medicine.</p> <p>Good communication skills, both verbal and written.</p> <p>Ability to plan and organise resources.</p> <p>Flexibility, self-motivation and self-discipline.</p> <p>Ability to work effectively as part of a team.</p> <p>Exhibits effective problem solving.</p> <p>Approachable.</p>	