

Board of Examiners: roles at a glance

	Chair	Vice-chair	Examination Secretary
Specification	<ul style="list-style-type: none"> Member of Board of Examiners Will normally have Diploma in Pharmaceutical Medicine (DPM) 		
Elected by	<ul style="list-style-type: none"> Board of Examiners 		
Ratified by	<ul style="list-style-type: none"> FPM Board() 	<ul style="list-style-type: none"> Education & Standards Committee (ESC) 	<ul style="list-style-type: none"> Education & Standards Committee (ESC)
Tenure	<ul style="list-style-type: none"> Initial three-year tenure may be renewed once for a further three years 		
Reporting to	<ul style="list-style-type: none"> FPM Board Education & Standards Committee (ESC) 	<ul style="list-style-type: none"> Board of Examiners 	<ul style="list-style-type: none"> Board of Examiners
Responsible for			
1.	<ul style="list-style-type: none"> Supported by OBoE, and the D/CHP/DET Examination Group, ensuring that the Board of Examiners executes all its responsibilities 	<ul style="list-style-type: none"> Acting as Deputy for the Chair of the Board of Examiners as required Supporting OBoE in executing all its responsibilities 	<ul style="list-style-type: none"> Supporting OBoE in executing all its responsibilities
2.	<ul style="list-style-type: none"> Chairing: <ul style="list-style-type: none"> OBoE meetings (c. 10 p/a) Standard setting meetings Pre-adjudication meeting for CPM and DPM Board of Examiners AGM Checking minutes of meetings before distribution Where required, participating in: <ul style="list-style-type: none"> D/CHP/DET Exam Group meetings (c. 10 p/a) Pre-adjudication meeting for D/CHP/DET 	<ul style="list-style-type: none"> Participating in: <ul style="list-style-type: none"> OBoE meetings (c. 10 p/a) Standard setting meetings Pre-adjudication meeting for CPM and DPM Board of Examiners AGM 	<ul style="list-style-type: none"> Participating in: <ul style="list-style-type: none"> OBoE meetings (c. 10 p/a) Standard setting meetings Pre-adjudication meeting for CPM and DPM Board of Examiners AGM
3.	<ul style="list-style-type: none"> Ensuring submission of Board of Examiners AGM minutes to the FPM Board 		<ul style="list-style-type: none"> Confirming eligibility of candidates for the DPM Reporting to OBoE when there is some uncertainty about or nonconformity with Regulations and discretionary action is proposed Giving advice to potential candidates about eligibility
4.	<ul style="list-style-type: none"> Communication with candidates on examination results 		<ul style="list-style-type: none"> Checking / approving communications with examiners and candidates
5.	<ul style="list-style-type: none"> Addressing requests for information from the Appeals Panel as needed 		

	Chair	Vice-chair	Examination Secretary
6.	<ul style="list-style-type: none"> Ensuring provision of adequate training to members of the Board of Examiners 		
Ex-officio member of	<ul style="list-style-type: none"> Education and Standards Committee (ESC) Fellowship and Awards Committee Co-opted member of the Pharmaceutical Medicine Specialty Advisory Committee (SAC) 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> NA

	Chair of D/CHP/DET Examination Group	Paper Convenors for DPM
Specification	<ul style="list-style-type: none"> Member of Board of Examiners Qualified by significant current experience supported by appropriate qualifications in human pharmacology. 	<ul style="list-style-type: none"> Member of the Office of the Board of Examiners (OBoE) Will normally have Diploma in Pharmaceutical Medicine (DPM)
Elected by	<ul style="list-style-type: none"> Board of Examiners 	
Ratified by	<ul style="list-style-type: none"> FPM Board 	<ul style="list-style-type: none"> Education & Standards Committee (ESC)
Tenure	<ul style="list-style-type: none"> Three-year tenure, renewable 	
Reporting to	<ul style="list-style-type: none"> Board of Examiners 	
Responsible for		
1.	<ul style="list-style-type: none"> Chairing: <ul style="list-style-type: none"> D/CHP/DET Exam Group meetings (cx. 10 p/a) Standard setting meetings Adjudication meeting Attending/reporting to the Board of Examiners AGM 	<ul style="list-style-type: none"> Participating in: <ul style="list-style-type: none"> OBoE meetings (c. 10 p/a) Standard setting meetings Pre-adjudication meeting for CPM and DPM Attending/reporting to the Board of Examiners AGM
2.	<ul style="list-style-type: none"> Selecting sufficient appropriate members to allow the Examination Group to fulfil its responsibilities 	<ul style="list-style-type: none"> Assisted by members of the BoE, set the examination paper and model/core answers, writing, selecting and editing questions provided by members of the Board of Examiners, ensuring the syllabus is covered
3.	<ul style="list-style-type: none"> Training examiners within the Examination Group 	<ul style="list-style-type: none"> Training examiners on the relevant paper
4.	<ul style="list-style-type: none"> Assisted by members of the relevant Examination Group, ensuring the Group fulfils its responsibilities 	