



ROLE DESCRIPTION

ITEM WRITER, BOARD OF EXAMINERS

Background

The Faculty of Pharmaceutical Medicine (FPM) is a charity and membership body for physicians who advance health through innovations in medicines, vaccines, medical devices, precision therapies, diagnostics, and digital health technologies. Our small team works closely with the Board of Trustees and our 1,600 members to deliver on our mission and our strategic objectives, to improve the health of the public around the world.

The Board of Examiners

The Board of Examiners is responsible for the conduct of all FPM examinations, in accordance with regulations agreed by the FPM Board. These include the examinations for the Diploma and Certificate in Pharmaceutical Medicine (DPM/CPM), the Diploma and Certificate in Human Pharmacology (D/CHP) and the Diploma in Experimental Therapeutics (DET). The Board of Examiners is responsible for these examinations and for setting and maintaining standards. The conduct of these examinations is the sole responsibility of the Board of Examiners and its decisions on candidates are final.

The day-to-day management of the DPM/CPM is conducted by the **Office of the Board of Examiners (OBoE)**, comprising a Chair, Vice-chair, Examination Secretary, Paper Convenors and co-Convenors for each of the three parts of the DPM exam, and approximately three experienced examiners co-opted by the other members of OBoE.

The role: item writers

To support current members of the Office of the Board of Examiners by undertaking the following:

- Produce and submit to the Paper Convenor and co-Convenor Multiple Choice Questions (MCQ) for the CPM (DPM part 1) examination only.
- Work with the Paper Convenor and co-Convenor to ensure that the confidentiality of exam questions proposed and finalised is respected at all times.
- Maintain the required standard for item writer status, including being able to demonstrate appropriate continuing professional development.
- Declare any potential conflicts of interest.

Item writers will not be considered to be full Examiners, and will not be required to attend any meetings of the Board of Examiners, Office of the Board of Examiners, nor any formal examiner training days, but they should make themselves available for training in the writing of MCQs. They will also not participate in the Annual General Meeting of the Board of Examiners.

Item writers will be required to complete Equality and Diversity Training at least once every three years (available via the FPM, or a certificate of completion of a company equivalent is acceptable).

Other responsibilities

- To act in compliance with the FPM's Governing Documents and Procedures
- To follow the guidance set out in the FPM's Committee Guidance Document
- To act in compliance with FPM's Policies, including its Equal Opportunities Policy
- To act in compliance with FPM's values

Time commitment

There is no fixed time commitment nor term requirement for item writers.

PERSON SPECIFICATION

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Professional

Essential:

- Will have successfully passed the Certificate in Pharmaceutical Medicine and may or may not be working towards passing the DPM. Applicants who have passed the DPM would also be welcomed, although they may prefer to consider becoming a member of the BoE
- Will be actively involved in some aspect of pharmaceutical medicine

Desirable:

- Committed to the development and promotion of the specialty of pharmaceutical medicine
- Have an understanding of and interest in contributing to FPM's education and training activities
- Committed to continuing professional development

Personal

Essential:

- Willing and able to devote the necessary time and effort to fulfil the requirements of the role
- Committed to FPM's values of being Professional, Innovative, Caring, Collaborative, Credible and Learned

February 2025