



Intercollegiate Board for Training in
INTENSIVE CARE MEDICINE

**INTERCOLLEGIATE DIPLOMA
IN
INTENSIVE CARE MEDICINE**

**SELECTION
AND
APPOINTMENT
OF
EXAMINERS
REGULATIONS**

June 2009

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COMMENCEMENT AND REVOCATION

1. These Regulations shall be known as the Intercollegiate Diploma in Intensive Care Medicine Examinations (Selection and Appointment of Examiners) Regulations and shall come into force on 1st October 2009. All previous regulations produced by the Intercollegiate Board relating to this subject are hereby revoked.

DEFINITIONS

2. The words and phrases in the left hand column shall have the meanings attached to them in the right hand column:

Examiners	The Board of Examiners of the Diploma of Intensive Care Medicine
Board	The Intercollegiate Board for Training in Intensive Care Medicine
Examinership term	The standard duration of appointment for Examiners
Extension	An increase in the duration of a standard Examinership term.
Re-appointment	<ol style="list-style-type: none"> a. The appointment of an Examiner who has retired within the previous two years for a further specified number of years. b. The appointment of a former Examiner to a second full term.
Resignation	The departure of an Examiner before the end of his/her full term.
Retirement	The departure of an Examiner at the end of his/her agreed Examinership term
Stand down	A period of one academic year during which an Examiner is prospectively excused from all duties.

INTRODUCTION

3. Appointments to the Board of Examiners of the Diploma of Intensive Care Medicine shall be made by the Intercollegiate Board.
4. The size of the Board of Examiners shall be determined by the Intercollegiate Board.
5. Appointments shall be made for an initial period of six years or such other period as the Intercollegiate Board may from time to time decide.

APPOINTMENT OF NEW EXAMINERS

6. Advertising Vacancies

Vacancies for the following academic year shall be published on the Intercollegiate Board website and by any other means decided by the Intercollegiate Board.

7. Selection Criteria

Applicants shall be expected to meet the following basic criteria (see also the appended personal specification):

- a. Would normally be a Fellow of a Royal College or Faculty by examination
- b. On the closing date for applications shall normally be an established consultant, or be established in a comparable appointment, with a special interest in critical care medicine.
- c. Shall currently be in active clinical practice in critical care, and actively educating trainees in intensive care medicine.
- d. Shall have had previous examining experience
- e. Shall have observed a recent Diploma Examination, as an invited observer or as a candidate.
- f. Shall hold a qualification in Intensive Care Medicine.

8. Selection Procedures

- a. After the closing date for applications, the Chairman of the Intercollegiate Board and the Chairman of the Examiners will compile a list of applicants who meet the essential criteria listed in Paragraph 7 and the personal specification.
Applicants rejected at this stage shall be informed in writing of the reasons by the Chairman of the Intercollegiate Board and, if appropriate, shall be invited to re-apply when they become eligible.
- b. The application forms of the eligible candidates will be sent to every elected member of the Board for consideration.
- c. At a subsequent meeting the Intercollegiate Board will select *on merit* new Examiners to be appointed. The following factors should be considered:

- i). Applicants' CVs, returned in line with instructions to applicants;
- ii). Recommendations from members of the Intercollegiate Board;
- iii). Equal opportunities legislation.

9. Examiner Review

The Intercollegiate Board will keep the performance of all Examiners under review, using regular audit. An Examiner who does not come up to the required standard will be counselled by the Chairman of Examiners; this may result in further review, resignation or dismissal. After two examinations, the Examination Chairman will review the performance of new Examiners.

STAND DOWN

- 10. Before the meeting to appoint new Examiners, all existing Examiners shall be asked if they would be willing to stand down for one year if necessary.
- 11. The Intercollegiate Board may approve requests to stand down, or ask Examiners to stand down on the grounds of:
 - a. Managing the number of new Examiners to be recruited whilst maintaining the size of the Board of Examiners at its approved level.
 - b. Individual professional or personal circumstances.

12. Extensions to Examiners' terms

Any Examiner who is allowed/requested to stand down will automatically have their Examinership term extended by one year. If an Examiner is allowed/requested to stand down for a second or subsequent time, then the decision whether or not to extend the Examinership term again shall be made on a case by case basis by the Intercollegiate Board.

13. In-year requests to stand down

If an Examiner asks to stand down during an academic year, the Chairman of the Examiners shall at his/her discretion allow the Examiner to be absent from the rest of that academic year's examinations. If the Examiner at the time or subsequently requests that his/her term of Examinership should be extended the decision shall be made on a case-by-case basis by the Intercollegiate Board.

14. Ill-health/Pregnancy

If an Examiner asks to stand down during an academic year through ill-health or pregnancy, the case shall be treated as described in paragraph 13, with the following proviso: if they subsequently request an extension to their Examinership term it shall be automatically granted for one year. Further requests to extend their term of Examinership, whether under the terms of this paragraph or Paragraphs 17 and 18, shall be considered on a case-by-case basis by the Intercollegiate Board.

RETIREMENT AND RESIGNATION

15. Retirement

Unless otherwise approved by the Board, Examiners must retire at the end of their appointed term or on ceasing to be active in clinical practice and in the education of trainees.

16. Resignation

- a. If an Examiner wishes to submit his or her resignation this should normally take effect from the end of the academic year.
- b. The Board reserves the right, acting on the advice of the Chairman of the Examiners, to ask an Examiner to resign at any time. Reasons shall be given in writing to the Examiner.
- c. An Examiner who resigns may subsequently apply to be re-appointed for the balance of his term of office.

EXTENSION AND RE-APPOINTMENT

17. Extension

On completion of the initial term Examiners may be invited to serve for a further term of four years. In exceptional circumstances and on the advice of the Chairman of the Examiners, the Board may invite Examiners completing a second term to extend their term of Examinership by a further specified number of years.

18. Re-appointment

In exceptional circumstances and on the advice of the Chairman of the Examiners, the Board may invite Examiners who have retired within the previous two years to return as Examiners for a specified number of years.

CONFIRMATION OF APPOINTMENT

19. Examiners shall not be deemed to be appointed, re-appointed, extended, have stood down or have resigned until motions to that effect have been formally approved by the Intercollegiate Board.

Appendix

INTERCOLLEGIATE BOARD FOR TRAINING IN INTENSIVE CARE MEDICINE

PERSONAL SPECIFICATION

EXAMINER FOR THE INTERCOLLEGIATE DIPLOMA IN INTENSIVE CARE MEDICINE

Essential		Desirable	
Postgraduate qualification (Fellow or Member of Royal College or Faculty [by examination]) or equivalent.		Additional qualification (e.g. MD/PhD)	
Minimum of seven years as consultant with a special interest in intensive care medicine or comparable appointments		Experience as Intercollegiate Board Tutor or Regional Advisor in ICM	
Major interest in critical care		Publications related to the field of critical care within the last five years	
Currently active in clinical practice in critical care, and in the education of trainees in critical care		Record of supervising research in the field of critical care, or in the field of education generally, in the last five years	
Previous examining experience – not necessarily in anaesthesia or intensive care		Experience of examining at postgraduate level	
Attendance as observer at a recent Diploma Examination		Supervision of thesis (e.g. MD, PhD, MSc)	
Not within eight years of normal age of retirement			
Qualification in Intensive Care Medicine. This may be the Australian, Irish, European or British qualification. Exemption to those appointed into Consultant posts prior to 2000, from which time both British and European examinations were easily accessible to those pursuing a career in Intensive Care			