ROLES OF THE MEMBERS OF THE BOARD OF EXAMINERS

**CHAIRMAN**

Role and responsibilities

The Chairman is appointed by the Council of FESSH.

Has overall oversight of the conduct and standards of the exam, aligning with the wishes of the EBHS.

Sits on the Council of FESSH and on the EBHS and attends meetings as appropriate.

Reports to Council and to the EBHS.

From time to time advertises for and recruits new examiners. To be done by advert and discussion with the co chairman. Reference may be made to the Council of FESSH and to the EBHS.

Produces documentation to support candidates in their applications.

Recruits and coordinates the external examiners.

Helps in the recruitment of his or her successor and of one or more co-chairmen.

Has oversight of the candidate applications.

Liaises efficiently with the administration team.

Eligibility

Applicants should have been in consultant level practice for five years.

Be a member of their national hand society that is in turn a member of FESSH.

Have an established interest in teaching and training. Research experience is an advantage.

Ideally have examined for either the EBHS diploma exam or for a national examination in hand surgery.

Tenure

Three years, renewable once.

**CO CHAIRMAN**

Role and responsibilities

One or more co -chairmen may be appointed.

Assists the Chairman in all matters of the running of the exam.

From time to time responds to requests for advice and assistance in a timely manner

Helps finalise the MCQ paper.

Scrutinises applications for the exam, referring to the Chairman in cases of doubt.

Offers advice to the Chairman on matters pertaining to the conduct and standards of the exam.

Ideally acts also as UEMS representative.

Participate in writing questions and other material for the exam.

Attend the meetings of the exam committee (normally once in the Autumn and once immediately prior to the exam).

Participate in the *viva voce* and practical exams.

Eligibility

Applicants should have been in consultant level practice for five years.

Be a member of their national hand society that is in turn a member of FESSH.

Have an established interest in teaching and training. Research experience is an advantage.

Ideally have examined for either the EBHS diploma exam or for a national examination in hand surgery.

Have a broad and up to date knowledge of hand surgery.

Tenure

Not defined

**UEMS REPRESENTATIVE**

Role and responsibilities

Attends the meetings of the CESMA, representing the EBHS

Briefs the Chairman and co chairman on the substance of these meetings.

Assists the Chairman and Co chairman to formulate responses and align with CESMA policies and guidance as appropriate.

*The UEMS representative role may also be performed by the Chairman or Co Chairman, in which case the UEMS representative will not be needed.*

Eligibility

Is a member of the exam board.

Tenure

Not defined

**EXTERNAL EXAMINER**

Role and responsibilities

The external examiner is appointed by the Chairman, after consultation as appropriate with the Co-chairman.

Provides a general oversight of the conduct and standards of the examination.

Attends (if possible) the question writing session in Nice.

Reviews the final MCQ written paper.

Attends on the days of the oral examinations, sitting in on examinations throughout the days of the exam.

Speaks to selected candidates immediately after the exam to obtain informal feedback.

Attends the examiners’ meeting after the oral exams.

Provides a report with observations, criticisms and suggestions for improvement.

Eligibility

Ideally has not had any previous involvement with the examination.

Should have been in consultant level practice for five years.

Be a member of their national hand society that is in turn a member of FESSH.

Have an established interest in teaching and training. Research experience is an advantage.

Have a broad and up to date knowledge of hand surgery.

Ideally have undertaken an appropriate training course.

Tenure

Not defined. Ideally two years, overlapping with a second external examiner.

**EXAMINER**

Role and responsibilities

Agree to devote the time necessary to contribute to the duties of the post.

Participate in writing questions and other material for the exam.

Attend the meetings of the exam committee (normally once in the Autumn and once immediately prior to the exam).

Participate from time to time in the *viva voce* and practical exams.

Have a broad and up to date knowledge of hand surgery.

Uphold high standards of examination.

Tenure

Four years subject to satisfactory performance.

Remuneration

The post is not remunerated. An honorarium is paid to cover the cost of the necessary additional night prior to the FESSH Congress.

Eligibility

Applicants should ideally have passed the EBHS diploma exam

Have ideally been in consultant level practice for five years.

Be a member of their national hand society that is in turn a member of FESSH.

Have an established interest in teaching and training. Research experience is an advantage.