

## NOTES FOR APPLICANTS

### Introduction

The Faculty of Intensive Care Medicine Fellowship Examination was introduced in 2013. There is not a Primary FFICM examination. The Final FFICM examination is made up of three sections. The first is a Multiple Choice (MCQ). Upon successful completion of the MCQ, candidates sit two further sections of the FFICM examination, a Structured Oral Examination (SOE) and an Objective Structured Clinical Examination (OSCE). The written paper is a MCQ examination that comprises Multiple True False (MTF) and Single Best Answer (SBA) questions. A graduated change to all SBAs is in progress.

The [regulations](#) for the examination are available on the FICM website.

### Schedules

There are normally two examination diets in each academic year. These usually fall around October and March/April. Dates are released a minimum of 12 months in advance and examiners are required to make themselves available for all of these dates.

The MCQ is invigilated either in-house or is online, which does not require attendance. Examiners are required to attend the SOE and OSCE sections. The first day of examining is followed by a formal dinner (there may be exceptions depending on how the exam is run). The examination begins early so examiners with far to travel will need to stay in London overnight where all examinations will be held. Accommodation is provided by the Exams Department.

In addition to the examination, all examiners can expect to be involved in the development of the examination (including question writing, question revising and standard setting). This associated additional work is considered an essential part of an examiner's commitment.

**After successful completion of the probationary year, examiners must be prepared to commit at least 10 days per academic year to examination and core group activities, as well as additional work in their own time. When the oral examinations are held virtually, the time commitment to examining is increased, and it is anticipated that the time commitment to examining will increase over time.**

### Procedure

At the closing date for examiner applications, the completed application forms are collated and the Executive panel will compile a long-list of applicants who meet the essential criteria as set out in the Person Specification (PS) in Appendix B of the FFICM Examination (Appointment of New Examiners) Regulations that are available on the FICM website. Applicants rejected at this stage shall be informed in writing of the reasons and, if appropriate, shall be invited to re-apply when they become eligible.

The Faculty of Intensive Care Medicine will approach referees to provide references.

The following factors should be considered:

(1) The Application form will be reviewed against the Person Specification and the Job Description (Appendix A and B of the FFICM Examination Selection and Appointment of Examiners regulations).

(2) New examiners will be appointed subject to a probationary period of 1 year. Applicants will be notified formally of their permanent appointment for 10 years tenure after this date. All successful applicants must be formally admitted.

## Criteria for Selection

Applications for examinerships will be considered each year to fill vacancies in the Court of Examiners. The applications cannot be considered in isolation but are viewed in the light of other issues affecting the profile of the examiner boards themselves, e.g. geographical distribution, numbers from individual hospitals, number in subspecialties, balance between clinical and basic science examiners, representation of different types of hospitals, experience, et al.

The Faculty will not countenance discrimination of any kind, whether on grounds of gender, ethnic origin or any other factor.

## Commitment

On application, applicants should have the expectancy to complete at least 10 years as an examiner. The Board expects all examiners to make a full commitment to the examination to which they have been appointed. **It is expected that this duty will take precedence over all other commitments unless there are exceptional circumstances** where any such leave of absence must be approved by the Chair of the appropriate examination.

## Retiring

Unless otherwise approved by the FICM Board, examiners must retire at the end of their appointed term or on ceasing to be active in Intensive Care clinical practice and in the education of trainees. See paragraph 7 of the regulations.

## Training Day

It is mandatory for examiners to attend an examiner training day before their first exam. **The examiner training day for 2023 will take place online on Wednesday 13 September 2023.**

Examiners will be sworn in and asked to sign the Job Description at the commencement of the training day.

## Contact the Faculty

If you require any further information, please do not hesitate to contact us:

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