

## **JOB DESCRIPTION**

**Job Title: Examiner for ANS National Exam Board**

**Reporting to: Chair of Exam Board, Chair of Education and ANS Chairman**

**Job Summary: To encourage, listen to, question and assess candidates against ANS/PBEC criteria, and to give a written report on each candidate.**

An examiner may also be called upon to discuss and advise on the selection of syllabus as well as advising on teaching methods for any ANS courses. An ANS examiner is also regarded as an ambassador for the Exam Board and may be called upon to talk to other relevant professionals.

## **MAIN AREAS OF RESPONSIBILITY**

### **Assessment of Candidates**

1. To be familiar with ANS philosophy, syllabuses and criteria and to assess accordingly
2. To set a relaxed atmosphere in which candidates feel at ease to give of their best
3. To encourage and promote effective communication
4. To listen and respond to each candidate with an open mind and free from prejudice
5. To question and discuss from genuine interest
6. To ensure each candidate is given the time as set out in the examination guidelines
7. To assess each candidate fairly, and with due attention to ANS criteria
8. To write a brief report on each candidate, giving constructive criticism and clear goals for future development
9. Where a candidate fails to reach the agreed standard, clear reasons are given and documented
10. To ensure comments and marks are in agreement

### **Administration**

1. To reply promptly to invitations to examine
2. To agree acceptance of an invitation to examine constitutes a professional commitment
3. To ensure all results and completed paperwork are legible and returned to the Exam Board within five working days

### **Training and Development**

1. To attend annual examiner meetings, and, where appropriate, in-service courses and demonstration days
2. To agree to regular appraisal and moderation procedures
3. To keep up-to-date with syllabus changes and development

4. To consider opportunities for further training and development

### **General**

1. All examiners and trainee examiners must be paid-up members of ANS
2. All invitations to join the panel of examiners are reviewed annually
3. To make contact with other examiners assessing the same syllabus in the same centre (particularly at the same assessment time) for moderation and standardisation purposes
4. At the discretion of ANS and of the centre, to accept observer(s) at an assessment
5. To refer to ANS Exam Board immediately any assessment problems or disagreements that cannot be resolved locally at the time of the assessment

| <i><b>Essential</b></i>                                                                      | <i><b>Desirable</b></i>                                       |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| <b>Qualifications:</b>                                                                       |                                                               |
| Graduate, or relevant professional qualification<br>(BSc Clinical Physiology, ECNE Part One) | D32,33 Teaching award                                         |
| RCCP Registration, Assessor Award                                                            |                                                               |
| <b>Experience:</b>                                                                           |                                                               |
| Successful teaching experience                                                               | Proven experience in preparing candidates for ANS assessments |
| Assessor / examiner experience                                                               |                                                               |
| <b>Knowledge:</b>                                                                            |                                                               |
| A sound understanding of communication skills and techniques                                 | A knowledge of ANS ideals                                     |
| Aware of current, relevant national educational standards, requirements and developments     | A knowledge of the range of ANS syllabuses                    |
| <b>Skills and Abilities:</b>                                                                 |                                                               |
| Able to communicate with clarity and vitality                                                |                                                               |
| Excellent use of English, spoken and written                                                 |                                                               |
| Able to work as a member of a team                                                           |                                                               |
| Good time-keeping                                                                            |                                                               |
| Willingness to travel                                                                        |                                                               |

