



Role Descriptor

Mentor for ANS National Exam Board

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

Job Summary: To support, advise and encourage candidates taking ANS standalone exams

An ANS mentor 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

Mentoring of Candidates

1. To be familiar with ANS philosophy, syllabuses and criteria and to advise accordingly
2. To agree to examine documentation and advise accordingly (case study, work based assessment, calibration etc.)
3. Where requested to host or facilitate a mock examination with support of Examination board
4. To encourage and promote effective communication
5. To listen and respond to each candidate with an open mind and free from prejudice
6. To advise in a timely and effective manner
7. To ensure each candidate is given appropriate support and help as needed
8. To treat each candidate fairly, and with due attention to ANS criteria

Administration

1. To reply promptly to queries via electronic means or by phone
2. To communicate any concerns to Chair of Exam Board and/or Chair of Education.

Training and Development

1. To attend annual examiner meetings / e-learning 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 mentors must be paid-up members of ANS
2. All invitations to join the panel of mentors are reviewed annually
3. To make contact with other mentors assessing the same syllabus for moderation and standardisation purposes
5. To refer to ANS Exam Board immediately any problems or disagreements that cannot be resolved locally

<i>Essential</i>	<i>Desirable</i>
Qualifications:	
Graduate, or relevant professional qualification (BSc Clinical Physiology, ECNE Part One)	D32,33 Teaching award
RCCP / AHCS Registration or HCPC Registration, Assessor Award	
Experience:	
Successful teaching experience	Proven experience in preparing candidates for ANS assessments
Assessor /mentor experience	
Knowledge:	
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
Skills and Abilities:	
Able to communicate with clarity and vitality	
Excellent use of English, spoken and written	
Able to work as a member of a team	

