



MALTA COLLEGE OF FAMILY DOCTORS
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***Second Call for members of the Assessment Team responsible
for the Summative Examination of Specialists in Family Medicine***

The Council of the Malta College of Family Doctors invites interest to be part of a team responsible for organising the Summative Examination of Specialists in Family Medicine 2022.

This team will coordinate and manage the preparation and execution of the Summative Examination. The team will also co-ordinate the groups that write the AKT items and the CSA cases. It should be noted that the Recorded Consultations Assessment (RCA) was used for the first time in 2020 to replace the CSA. The Assessment Team and MCFD Council reserves the right to opt for either RCA or CSA as deemed necessary. This decision will be communicated to the relevant stakeholders in time for adequate preparations to be carried out.

The additional role of Assessment Lead will be assigned to one of the Assessment team members as agreed by the same members.

The remuneration of the team for the months of service shall be tied with that agreed for GP trainers in the MAM-Government agreement.

Applicants will need to satisfy the following criteria:

- Be **paid-up full members** of the Malta College of Family Doctors
- Be **listed on the Specialist Register** of Family Medicine
- Must **have practised or are practising in primary care**
- Have undergone training in **Assessment theories**
- Ideally have **previous experience** to being involved in the **Summative Examination of Specialists in Family Medicine or equivalent**
- **Must not** be involved in training a **final-year** GP trainee
- Possess a clear predisposition to **work effectively as part of a team**

- Must be able to **work within deadlines**

Applicants who do not fulfil the above criteria but have specific skills useful in the process can put their names forward for consideration.

Chosen applicants must agree to:

- Consolidate and update protocols pertaining to examination regulations and procedures
- Oversee the whole AKT process and CSA/RCA process
- Manage the AKT writers' and CSA writers' groups
- Maintain, improve and train experienced and new examiners, and item and case writers so that the quality of assessment is enhanced
- Review questions submitted by AKT writers and provide timely feedback
- Review cases submitted by CSA writers and provide timely feedback
- Prepare the examination blueprints
- Collate the AKT examination and CSA examination papers, both of which need to cover the whole breadth of the curriculum
- Maintain and improve the AKT and CSA Banks
- Take care of the printing and the secure storage of the AKT and CSA documents
- Oversee the standard setting process
- Oversee the CSA case piloting process
- Oversee the pre-CSA calibration session and mock run
- Oversee inputting of marks in the RCA
- Take on the role of examiner in the AKT and CSA/RCA if this is required.
- Update the regulations and other official exam related documents as necessary
- Liaise with other stakeholders involved in the AKT and CSA/RCA processes e.g. Council, Statistician, RCGP. Use of official email addresses is solicited.
- Work effectively as part of a team towards the successful attainment of the aims and objectives
- Be available throughout the year and especially during the weeks leading up to the Summative Assessment
- Uphold professional conduct during personal and public interactions, including official fora and social media. Behaviour must reflect the MCFD's high standards of quality and a sense of belonging to the MCFD
- Keep strict confidentiality and refrain from disclosing to any party any information and/or data regarding examination material at any point in time
- Refrain from disclosing to any party any confidential information and/or data regarding the MCFD and the Council at any point in time

The Assessment Team is requested to liaise regularly with the MCFD President and Council about the proceedings of the preparations and delivery of the Summative Exam. This includes a communication pathway that reports monthly to MCFD Council for information, meeting(s) before the Summative Exam for endorsement of the process, meeting(s) after the Summative

Exam for endorsement of the final report with results, and liaison with the Honorary Treasurer about the budget of the Summative Exam.

The decision of the Council on the choice or otherwise of applicants is final.

Applications will be accepted until **Friday, 18th February 2022**.

A detailed curriculum vitae with a covering letter detailing that the criteria are satisfied is to be sent via email to secretary@mcfcd.org.mt

Dr. Edward Zammit
President MCFD

Dr. Jason Bonnici
Honorary Secretary MCFD

06th January 2022