

# **JOB DESCRIPTION**

<b>Title:</b>	<b>Practical Skills Examiner</b>
<b>Responsible to:</b>	<b>Vice Principle Veterinary Studies</b>
<b>Location:</b>	<b>Leeds/London/Huntingdon/Edinburgh</b>
<b>Responsible for:</b>	<b>Examining Practical Skills</b>

## **Main Responsibilities**

1. Examine students according to the Degree and/or Awarding Body policy and assessment procedures
2. To draw any queries and/or anomalies to the attention of the Clinical Skills Tutor
3. To assist the Clinical Skills Tutor in the preparation and administration of all practical examinations
4. To assist the Clinical Skills Tutor with the review and development of practical examinations (OSCEs)
5. To complete the programme documentation accurately and promptly
6. To maintain the integrity of the practical exams
7. To work with courtesy and consideration for all students
8. To attend any practical exam meetings as required by the College
9. To maintain your professional competence and subject expertise
10. To ensure confidentiality in all matters relating to the examination
11. To set up the OSCE stations prior to the examinations
12. Brief candidates at the practical examinations
13. Complete OSCE mark sheets
14. Carry out peer observations
15. Record candidate marks accurately on documentation provided
16. Ensure that the mark sheets are completed fully and are legible
17. Provide written comments on candidate performance where applicable
18. Complete OSCE station review forms and submit periodically for review
19. Adhere to the examiner dress code
20. Examiner to be available on the basis of a minimum of one examination period per year

## 2. Person Specification

Knowledge skills and attributes

Attributes	Desirable	Skills	Personal Qualities
<p>Registered Veterinary Nurse (RVN or REVN) or Registered Veterinary Surgeon (MRCVS)</p> <p>Experience in clinical coaching/assessing</p> <p>Hold a recognised assessor and/or internal verifier certificate or equivalent</p>	<p>Practical experience</p> <p>Possess reasonable post-qualification experience (normally at least 2 years) working within veterinary practice in a position of responsibility that is actively involved in the training/assessing of student veterinary nurses</p>	<p>Current nursing knowledge and clinical skills</p> <p>Conversant with the Occupational Standards and BSc VN Programme</p> <p>Attend OSCE exam standardisation events annually</p>	<p>Organised and methodical</p> <p>Excellent communication skills (written and verbal)</p> <p>Possess a high degree of professional integrity</p> <p>Diplomacy Approachable Empathetic</p>