



The Royal College of Radiologists

Question Panel Co-ordinator Job Description

Job title	Question Panel Co-ordinator
Exam	Clinical Radiology Final FRCR Part A (CR2A)
Preferred regions and Special Interest Groups (SIGs)	<ul style="list-style-type: none">• East Midlands (Nottingham/Leicester/Derby)• Eastern (Cambridge/Norwich)• Peninsula• Cardiovascular Imaging (BSCI)• Interventional (BSIR)• Gynaecological Imaging (BSGI)• Paediatrics (BSPR)• Trauma (BTS)• Thoracic Imaging (BSTI)
Term duration	4 years
Application closing date	See website

RCR exams are an internationally recognised benchmark of excellence as well as a vital element of UK training. The RCR is looking for **Question Panel Co-ordinators** for the [Final FRCR Part A \(CR2A\) exam](#), which consists of single best answer (SBA) questions and builds on the First part exams to assess the knowledge and skills developed during core clinical radiology training.

Question Panel Coordinators are responsible for managing the production of SBA questions for their region or special interest group. The questions must meet the assessment requirements of the UK radiology training curriculum and the standards set by the GMC and the RCR.

Question Panel Co-ordinators are appointed as the representative of a well-selected group of consultant trainers for each region or special interest group in the UK.

Role Tasks

Question Panel Co-ordinators have a range of responsibilities including:

- appointing a group of panel members for their region or special interest group
- encouraging their panel members to attend the RCR's one-day annual SBA Workshop on how to write SBA questions (in March)
- convening a meeting of their question panel once or twice a year to prepare questions for later presentation to the CR2A Exam Committee at the annual SBA Panel meeting (in September)
- overseeing the production of SBA questions for discussion (each panel member should produce 3-5 SBA questions per year (the number required may vary according to the size of the panel)
- seeking panel agreement of the 20 finalised questions
- sending the finalised questions to the Question Bank Content Co-ordinator by the provided deadline (prior to the SBA Panel meeting with the CR2A Exam Committee).



Benefits

- **Make a difference** by ensuring UK and global candidates have gold-standard exam content that ensures future radiologists' competence.
- **Extend your professional network and meet new people** by collaborating with other examiners, partners at global venues, Officers and RCR staff.
- **Earn** CPD credits for work developing the exam offer.
- **Learn** more about RCR exams and develop personally via a comprehensive training and development programme including equality and diversity and question writing training.
- **Gain relevant experience** to support applications to become an examiner (should you wish to apply to vacant posts in the future).

Experience and skills

Applicants are expected to have held a substantive consultant clinical radiologist post for a minimum period (usually at least two years) prior to appointment, and to remain in employment for the duration of their term of office as an examiner. Applicants must be able to demonstrate involvement in the teaching, training and, ideally, assessment of trainees.

Applicants must demonstrate excellent oral and written communication skills and be able to work together as part of a coherent and effective team. The ability to receive and impart constructive criticism when discussing, reviewing, and refining questions is essential.

Eligibility and term of office

Applicants must:

- be Fellows of the RCR in good standing
- practise in the UK as a consultant within an approved training programme
- demonstrate that they have undergone appropriate equality and diversity training and are willing to abide by good practice in these areas
- be willing to abide by the RCR's [Code of Conduct](#) and submit an annual appraisal summary for each year of the term of office

The term of office is four years with the option of extension for a further year if mutually agreed.

Time commitment and support

The CR2A Question Panels usually meet once or twice per year to write and select questions. All new panel coordinators and members are also required to attend the annual SBA Workshop in March.

The preparatory meeting should be held away from base hospitals so that the panel can work undisturbed. A meeting room can be booked at the Royal College of Radiologists (subject to availability) via the Question Bank Content Co-ordinator.

Applications

To apply, please email a CV and covering letter to exam_committees@rcr.ac.uk by the deadline displayed on RCR website. The cover letter should state why you would like to apply for this role and why you are suitable. Applications are anonymised and ranked by a panel against pre-defined criteria. If a conversation about this role would be valuable, please email Amelia at exam_committees@rcr.ac.uk.

