

Job description

Job title: Independent reviewer NMC Test of Competence

Status of employment: Part time – 6 months fixed term contract (potential to extend)

Principal location of work: Ulster; Northampton; Oxford; London

Reporting to: NMC Senior International Registration Manager

Job Family: Regulatory Casework

Pay Level:

Role purpose:

To support the NMC in its ongoing quality assurance and enhancement processes. The Independent reviewer will work with the test providers and the NMC, adopting a project based approach, to review and report on test provision across the 3 centres. The role will require you to travel to each centre to directly observe the delivery of the OSCE based tests.

Key accountabilities

- Engage with test design and delivery partners and test centre external examiner reports to ensure initial and ongoing familiarisation with the OSCE test structure, process and its internal moderation mechanism and processes.
- Review OSCE test delivery and complete sets of assessment records across all providers, through direct observation of testing, review of assessment records (randomised and targeted) underpinned by a consultation with teams within the three test centres.
- Provide cross provider comparative reports to delivery partners for consideration and response prior to finalisation and dissemination.
- Report to the NMC Test of Competence assurance panel summary findings of moderation processes and centres' responses at timings determined by the NMC.
- Offer recommendations to the assurance panel and cross university senior strategic group of how test consistency could be further enhanced, informed by observations.
- Keep confidential all information pertaining to the test design and delivery process to external individuals and agencies.

Other responsibilities

There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within the NMC, are expected to be familiar with and adhere to.

- Comply at all times with the requirements of health and safety regulations to ensure their own wellbeing and that of their colleagues.
- Promote and comply with NMC policies on diversity and equality both in the delivery of services and treatment of others.
- Ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act 1998 and its amendments.
- Comply with NMC protocols on the appropriate use of telephone, email and internet facilities.
- Comply with the principles of risk management in relation to individual and corporate responsibilities.
- Comply with NMC policies and procedures as compiled on the organisation's intranet.

Person specification

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Qualifications and experience

- Current NMC registration and a minimum of graduate qualifications
- A recognised teaching qualification in higher education
- Educated to degree level or substantial equivalent experience

Skills, knowledge and abilities

- A highly effective communicator.
- Able to identify problems and present practical solutions.
- Highly computer literate and numerate.
- Highly skilled at negotiation, advising and influencing.
- Able to plan, prioritise and work within strict deadlines.
- Demonstrable competency to manage relationships with staff and key stakeholders.
- Able to work within a tight procedural framework.
- Able to travel in the UK, including weekends and bank holidays if required.

Personal qualities

- Highly motivated with a flexible approach.
- A collaborative approach to team working.
- A commitment to and an understanding of the importance of equality and opportunity within the environment that the NMC operates.
- Able to show sensitivity and tact when addressing customer needs and dealing with confidential information.
- Understanding of the importance of confidentiality