

Standards Certification and Awards Committee

Call for new members – role overview

FMLM is seeking expressions of interest to join the Standards, Certification and Awards Committee.

About the committee

The role of the Standards Certification and Awards Committee (SCAC) is to undertake assessments for members applying for Fellowship of FMLM, and to make recommendations on awarding fellowship where appropriate. The committee contributes to the continual development of the certification process and development of the [FMLM Leadership and management standards for medical professionals](#) in order to maintain, and seek to raise, the standards of medical leadership in the UK.

Fellowship is awarded through the process of certification by portfolio. It is the committee's responsibility to assess each application to ensure that applicants sufficiently evidence their experience, competence and achievements against the relevant domains of the [FMLM Leadership and management standards for medical professionals](#).

The SCAC includes senior medical leaders who hold Senior Fellowship (SFFMLM) or Fellowship (FFMLM). The committee is constituted of a range of FMLM fellows from across the UK, all specialties, sectors, backgrounds and special interests.

About the role

Role	Member
Committee	Standards Certification and Awards Committee (SCAC)
Role description	<p>The role of a committee member is to:</p> <ol style="list-style-type: none"> 1. undertake rigorous assessment of applications against the FMLM <i>Leadership and management standards for medical professionals</i>. 2. ensure that the appropriate benchmark of fellowship at the relevant level is upheld. 3. advise in the development of guidance, advice, policy and material for the benefit of applicants to contribute to improving the overall calibre of fellowship applications. 4. review the validity and quality of the certification process, and to make recommendations for improvement.
Personal specification	<ul style="list-style-type: none"> • Must hold Fellowship or Senior Fellowship of FMLM for minimum of six months. • Experience in undertaking quality assurance e.g. examiner, reviewer,

	<p>interviewer etc.</p> <ul style="list-style-type: none"> • Hold up to date Equality and Diversity training records (annual declaration will be requested) • Demonstrate the seven principles of public life in all aspects of professional activities • Able to meet the time commitment in the discharge of committee duties.
Commitment	<p>Full committee meetings – Full committee meetings are held twice a year.</p> <p>Assessment panels – The committee shall meet virtually, in small panels, for the purpose of assessments up to four times a year.</p> <p>Assessors are given four weeks to undertake independent assessments. A virtual meeting is held with each panel and committee Chair, within a week of assessment.</p> <p>Dates and times of meetings are published in January annually.</p>
Term of service	Three years
Remuneration	<ul style="list-style-type: none"> • This role is not remunerated. Committee members are eligible to claim reasonable expenses for travel and subsistence costs for attending meetings. • All committee members will receive a letter of appointment and an annual certificate of contribution to a national committee for portfolio, appraisal and revalidation evidence. • Committee members applying for the next level of FMLM Fellowship are able to evidence their participation and contribution to the committee as part of their portfolio application.

About the process

Members of the Standards Certification and Awards Committee are crucial to support, shape and develop the certification process.

Independent assessment

Assessment of applications are undertaken by an assessment panel, made up of three assessors from a range of backgrounds (specialty, sector, experience etc). The maximum number of applications per panel is ten.

Applications are accessed and assessments undertaken independently online, via a secure FMLM application portal. Assessment is undertaken against a strict marking criteria and assessors will have thorough knowledge of the [FMLM Leadership and management standards for medical professionals](#) to be able to assess evidence to the relevant domains. Panels do not confer at this stage.

Panel assessment meeting

Panellists attend a scheduled virtual meeting which are overseen by the committee Chair who acts as independent moderator for each assessment round.

The panel discuss each application, assessment, and recommendation to unanimously agree on award status. All decisions and feedback are recorded formally in the panel meeting and circulated to all panellists for agreement.

Training

New committee members are issued with new assessor guidance. For the first six months after joining the committee, new members are paired with two experienced members for assessment panels in order to provide guidance as they develop their assessment knowledge and experience.

Appeals

Applicants have the right to appeal to the outcome of an assessment where there is evidence of unfairness or bias in how the process has been implemented. Appeals will not be granted on the grounds that an applicant disagrees with the assessment, the assessment criteria or the outcome of the assessing committee. The Chair of Appeals is a member of the FMLM Board of Trustees.

To apply

Applications must be made through the [FMLM website](#). The deadline for applications is by 1 March 2021.