

Parallel Recruitment Exercise (PRE) Team Roles, Responsibilities & Key Meetings

PRE Lead

The PRE Lead, or 'champion', will usually be a clinician, normally the Programme Director for final year students. This person will be responsible for the success of the PRE locally, and for reporting process and issues to the Dean. The person will encourage students to take part in the one-hour Situational Judgement Test (SJT) and ensure that the guidelines for the SJT and EPM are followed. The person will work with the EPM Administrator to ensure that students are consulted on the basket of assessments to be used in determining the EPM and to agree the final assessments to be used.

SJT Administrator

The PRE SJT Administrator will normally be an exam administrator or equivalent. This individual is responsible for all of the logistical arrangements for the PRE SJT, including ensuring that an exam hall and invigilators are booked on the date or dates chosen for students to sit the SJT and that emails, both from the medical school and from the ISFP Communications Officer, are sent to students providing information about the SJT.

EPM Administrator

This person is responsible, with the PRE Lead, for determining the final basket of assessments used to formulate the EPM deciles after consultation with students. Once this is determined, the EPM Administrator will publish the information on how deciles will be calculated online and will submit the EPM score to the ISFP Project Group. Please note this will only refer to the EPM Decile Score, and not the additional points for educational achievements. In some schools, this EPM and SJT Administrator may be the same person.

PRE Student Champion

The UK Foundation Programme Office (UKFPO) will ask members of their Medical Student Board to act as local student champions for the PRE at their meeting on 15 September. They will be able to help enthuse students about the pilot, and provide advice and feedback on communications to students. The PRE Leads will be put in touch with their local student champion.

Please note: A *Guide to the Parallel Recruitment Exercise* will be developed for the PRE team, which include a timeline and all the key actions that must be taken during the PRE.

Events / Meetings

- **7 September 2011, London – PRE Workshop for Leads and Administrators**
The PRE Lead and Administrators will be required to attend a workshop in London on 7 September which will ensure the PRE team has all the information, guidance and materials required to run a successful PRE.
- **26 October, 2011, London – National Verification Day for FP 2012 Educational Achievements**
Either the PRE Lead or Administrator will be asked to attend this meeting. Representatives from medical schools and foundation schools will work together to verify the educational achievement documents that applicants loaded onto their FP 2012 application form. It is likely that this verification day will run next year as well.
- **16 March 2012 – Full day PRE Review**
The PRE Team will be asked to attend to discuss what worked well and what didn't, and to help inform and determine improvements which need to be made prior to the FP 2013 recruitment round.