

Vacancy: Medical Secretary of the Medical Oncology Specialty Certificate Examining Board

The Association of Cancer Physicians and the Federation of the Royal Colleges of Physicians of the UK are seeking to appoint a new Medical Secretary for the Medical Oncology SCE Board, to replace Dr Cathryn Brock who has stepped down.

The successful applicant will support the Chair in running the SCE to ensure that all academic objectives are met; assist the Chair in ensuring that the SCE meets the standards set by the General Medical Council; be responsible for the production and accuracy of all documentary and regulatory matters relating to the SCE; assist the Chair in advising the SCE Steering Group on policy and academic matters; attend the SCE Standard Setting Group; support MRCP(UK) in its work in developing and delivering the exams both within the UK and internationally.

A full list of the post's responsibilities is set out in: *The Responsibilities and Duties of the Medical Secretary of the Specialty Certificate Examining Board*. In addition a copy of the remit and responsibilities of the examining board can be found on the [MRCP\(UK\) website](#).

Applicants should meet the following criteria to be eligible to apply:

- **hold the MRCP(UK) or an equivalent postgraduate diploma**
- **be practising as a specialist in Medical Oncology, and a member or fellow of one of the three Colleges**
- **be registered with a license to practise and in good standing on the GMC specialist register**
- **be actively engaged in the training of junior doctors in the UK (or within the last two years)**
- **be up-to-date as appropriate with relevant national guidelines, CPD requirements, employer's equality and diversity training and appraisal process**
- **Experience of SCE Board membership is desirable.**

This is a non-salaried position though all reasonable expenses and travel costs will be met by MRCP(UK) Central Office in line with the Federation expenses policy. The tenure of appointment is five years. This is subject to regular attendance at meetings and remaining in good standing with the GMC as these will be monitored.

Applications for the post should be submitted to policy.officer@mrcpuk.org by **Tuesday 30th April 2024** This should include the following documents:

- CV – including contact details, current position, GMC number and College membership;
- Covering letter – outlining your suitability for the role and demonstrating how you meet the eligibility criteria outlined above.

All applications will be considered by the Chair of the Medical Oncology Examining Board.

The next meeting of the Board for 2025 is TBC and the successful applicant will be required to attend both this meeting and the Medical Oncology SCE standard setting group on **11th November 2024**.