



ROYAL COLLEGE
of PHYSICIANS
of EDINBURGH



ROYAL COLLEGE OF
PHYSICIANS AND
SURGEONS OF GLASGOW



Royal College
of Physicians



Appointment: Medical Secretary of the Dermatology Specialty Certificate Examination Examining Board

The British Association of Dermatologists and the Federation of the Royal Colleges of Physicians of the UK are seeking to appoint a new Medical Secretary of the Dermatology SCE Examining Board.

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 Members of the Part 1, Part 2 and Speciality Certificate Examining Boards*. In addition a copy of the remit and responsibilities of the examining board can be found on the [MRCP\(UK\) website](https://www.mrcpuk.org/).

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 dermatology, and a member or fellow of one of the three Colleges
- be registered with a licence 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

In addition, it would be desirable if applicants fulfil one or more of the following criteria:

- Be a member of the Question Writing Group or have experience of the Examining Board
- Have considerable knowledge of the examination
- Have experience of standard setting and question writing in an academic environment
- Have an understanding of the principles behind criterion referencing and the Hofstee method, statistical methods used, and interpretation of analyses performed on individual items
- For this position experience of SCE SSG 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.

Expressions of interest (including a brief CV and a maximum of a single side single of A4 outlining your suitability for the post) should be submitted to policy.officer@mrcpuk.org by **23 October 2020**.

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

The next Dermatology Examining Board will take place on **4th & 5th February 2021** and the successful applicant will be required to attend.