

The Responsibilities and Duties of the

Chair of the Question Writing Group (QWG) for the Specialty Certificate Examination

Responsibilities

The Chair is responsible to the Specialist lead and will:

Have overall responsibility for the Question Writing Group to ensure that all the academic objectives are met.

Have responsibility for ensuring that the standard of examination questions and performance of the question writers meet the standards required by the regulatory body the General Medical Council.

Be responsible, with the support of the Specialist lead and the Associate Medical Director of MRCP(UK) responsible for Specialty Certificate Examinations, for the selection, appointment and training of question writers and the monitoring of their performance.

Be responsible for reviewing questions approved at each meeting of the Question Writing Group, to check the correctness of their coding and the suitability of their design as single-best-answer questions, thereby confirming their suitability for inclusion in the Question Bank.

Requirements

It is a requirement for all those working with Specialty Certificate Examinations that:

They confirm that they hold MRCP(UK) or an equivalent postgraduate diploma, that they are a member or fellow of one of the three Colleges, and that they are registered and in good standing with the GMC.

They provide a current CV and confirm to Central Office as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal.

They have been actively engaged in the training of junior doctors within the last two years, and are up to date with relevant National Guidelines, and CPD requirements.

Time Commitment

The Chair of the Question Writing Group will attend all meetings of the Question Writing Group. Meetings normally take place annually and last for up to two days.

The tenure of board appointments is five years. Subject to the agreement of the Associate Medical Director for Written Examinations, individual tenure may be extended by up to a maximum of five years to ensure orderly succession planning.

Confidentiality

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times.

Conflict of Interest

Should a conflict of interest (real or potential) arise, it is the responsibility of the individual to inform the Specialist lead.

Copyright

All those working with the Federation are required to assign the copyright of the material to the Federation. Where the Specialty Certificate Examinations are developed in partnership with a Specialist Society the Federation may share the copyright.

Participation in commercial activities

MRCP(UK) and Speciality Certificate Officers may not take part in commercially run courses.

Nor may they write or contribute to non-College books or other materials such as CD-Roms or to re-edit or revise existing texts or other publications whose specific purpose is to help candidates prepare for any or all parts of the MRCP(UK) Examination.

Assignment of copyright

I assign to the Federation of Royal Colleges of Physicians of the UK the copyright of the material which I have prepared or will in future prepare, for any part of the MRCP(UK) Examination or Specialty Certificate Examinations. This includes questions for the MRCP(UK) Part 1 and Part 2 Written Papers, scenarios for the MRCP(UK) Part 2 Clinical Examination (PACES) and the any of the Specialty Certificate Examinations.

I accept that the Federation may use this material in the MRCP(UK) Examinations, and may also may publish it, as it sees fit, without any payment to me.

At all times, and to the best of my knowledge, any material I submit will have been prepared for use in the MRCP(UK) or Specialty Certificate Examination and will not have been published previously, and is not the intellectual property of anyone else.

I undertake not to publish, independently of the Federation, any material which I have prepared for the MRCP (UK) Examination, or which I have reviewed through my work for the MRCP (UK) Examination.

I hereby acknowledge my acceptance of the duties and responsibilities, my acceptance of the restrictions on commercial activities and the assignment of copyright.

Signature _____ Date _____

(Appointee)

Print name _____

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