

## The Responsibilities and Duties of the Medical Secretary of the Specialty Certificate Examining Board

### Responsibilities

#### The Medical Secretary of the Specialty Certificate Examining Board will:

Provide support to the Chair in running the Specialty Certificate Examination to ensure that all academic objectives are met.

Assist the Chair in ensuring that the Specialty Certificate Examination meets the standards set by the regulatory body the General Medical Council.

Assist in the further development of the Specialty Certificate Examination worldwide.

Be responsible for the production and accuracy of all documentary and Regulatory matters relating to the Specialty Certificate Examination.

Assist the Chair in advising the Specialty Certificate Examination Steering Group on policy and academic matters relating to the Specialty Certificate Examination.

Attend the Specialty Certificate Standard Setting Advisory Group and, if necessary, Specialty Certificate Examination Steering Group deputising for the Chair as required.

Support the MRCP(UK) Central Office and the College Examination Departments in the development and delivery of the Specialty Certificate Examination.

### Requirements

It is a requirement for all those working with Specialty Certificate Examination 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 process.

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

### Time Commitment

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.

The Board will normally hold one two-day examining Board meeting per year and run one diet.

The Medical Secretary of the Specialty Certificate Examining Board will normally devote two sessions per month to Examination Board matters.

As outlined in the Agreement with the appointee and their employing Trust, no part of this forms any contract of employment under the terms of the Employment Rights Act 1996 (as amended). This is a non-salaried position though all reasonable expenses and travel costs will be met by the MRCP(UK) Central Office in line with the Federation expenses policy.

It is anticipated that approximately 20 sessions per year will be spent on these activities.

### **Performance Review**

The Chair of the Specialty Certificate Board will be responsible for monitoring the performance of all members of the Examining Board.

### **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 or potential conflict of interests arise it is the responsibility of the individual to inform the Medical Director.

### **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

**Board 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 \_\_\_\_\_

Print name \_\_\_\_\_

(Appointee)

MRCP(UK) Central Office  
11 St Andrew's Place  
Regent's Park  
London NW1 4LE  
Telephone: +44 (0)20 7935 1174  
Fax: +44 (0)20 7486 5864

January 2014