

The Responsibilities and Duties of Members of the MRCP(UK) Regulatory Sub-Group

Responsibilities

The individual is responsible to the Chair of MRCP(UK) Regulatory Sub-Group and will:

- Attend the regulatory sub-group of the MRCP(UK) Management and Policy Board (which will meet virtually)
- Assist the chair working with other members of the group in reviewing:
 - appeals against examination results from MRCP(UK) and Specialty Certificate Examination candidates in accordance with the Examinations Appeals Regulations
 - misconduct cases, including both alleged instances of academic dishonesty and breaches of the candidate code of conduct, in accordance with the Misconduct Regulations and Candidate Code of Conduct
 - complex reasonable adjustment cases and making decisions about provision for candidates in accordance with MRCP(UK) regulations and appropriate legislation
 - disputes about the interpretation of any MRCP(UK) regulation
- Assist the chair in advising on improvements to the MRCP(UK) examination regulations and contributing to the quality assurance procedures for the examinations
- Assist the chair in ensuring that the examination regulations meet the standards required by the General Medical Council

Requirements

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

- The appointee must be an MRCP (UK) holder, a Fellow of one of the three Royal Colleges of Physicians, be on the GMC specialist register and be of good standing. Any issues likely to compromise this status must be reported immediately to the Medical Director for Assessment.
- The appointee should confirm that they are up to date with their employer's equality and diversity training, and with their employer's appraisal process.
- It is preferred that the post holder be in active clinical practice with a current licence to practise.
- The post holder should have been actively engaged in the training of junior doctors within the last two years and be up to date as appropriate with CPD requirements and relevant national guidelines.
- Previous or current experience of membership of the MRCP(UK) board membership for postgraduate examinations and/ or experience of examining for and/ chairing PACES is highly desirable

Time Commitment

The sub-group will meet virtually, and it is envisaged that this would be about four times a year; it is estimated that a significant number of appeals will be referred weekly during examination diets.

It is anticipated that as Covid regulations ease, there would be opportunities to explore an annual face to face meeting.

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 and applicants must seek permission from their employers prior to taking up the role.

All reasonable expenses and travel costs will be met by the MRCP(UK) Central Office in line with the Federation Expenses policy.

The appointment is for five years, subject to satisfactory performance, and may be extended subject to agreement with the Chair of the subgroup, MRCP (UK) Medical Director and the Executive Medical Director of the Federation.

Attendance at these meetings will be monitored and members may be asked to stand down if they fail to attend regularly.

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

MRCP(UK) 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 questions for 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)

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

March 2022