



ROYAL COLLEGE OF
PHYSICIANS AND
SURGEONS OF GLASGOW



Royal College
of Physicians



BRITISH SOCIETY OF
GASTROENTEROLOGY

Vacancy: Medical Secretary of the Gastroenterology Specialty Certificate Examining Board

The British Society of Gastroenterology and the Federation of the Royal Colleges of Physicians of the UK are seeking to appoint a new Medical Secretary for Gastroenterology SCE Board, to replace Dr Geoff Smith who has been appointed as Chair of the 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 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 gastroenterology, 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.

The tenure of appointment is five years. 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.

Applications for the post, including a CV and one-page covering letter outlining your suitability for the post should be submitted to Rachel Stephenson (policy.officer@rcpuk.org) by **Monday 15 May 2017**.

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

The next meeting of the Board will take place on **3 – 4 July 2017** at the Royal College of Physicians of London, and the successful applicant will be required to attend both this meeting and the Gastroenterology SCE standard setting group on **9 - 10 November 2017**.