



ROYAL COLLEGE
of PHYSICIANS
of EDINBURGH



ROYAL COLLEGE OF
PHYSICIANS AND
SURGEONS OF GLASGOW



Royal College
of Physicians



British Geriatrics Society
improving healthcare
for older people

Vacancy: Medical Secretary of the Geriatric Medicine Specialty Certificate Exam Board

The British Geriatrics Society (BGS) and the Federation of the Royal Colleges of Physicians of the UK are seeking to appoint a new Medical Secretary of the Geriatric Medicine SCE Board, to replace Dr Divya Tiwari who is taking over as chair.

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 Chair of a Specialty Certificate Examining Board, which can be found on the [MRCPUK Website](#), along with a copy of the remits and responsibilities of the examining board. 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 Geriatric Medicine, 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
- Experience of SCE Board membership is desirable.

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. This is subject to regular attendance at meetings and remaining in good standing with the GMC as these will be monitored.

Applications for the post should be submitted to policy.officer@mrcpuk.org by **22 July 2022**. This should include the following documents:

- CV – including contact details, current position, GMC number and College membership
- Covering letter – outlining your suitability for the role and demonstrating how you meet the eligibility criteria outlined above.

All applications will be considered by the Examining Board Chair in liaison with the BGS.