

Job description

Job title: Medical Director for Assessment

Post number: FED010

Department: The Federation of the Royal Colleges of Physicians of the United Kingdom

Job context: The Federation of the Royal Colleges of Physicians of the United Kingdom is a collaboration, based on a Memorandum of Agreement, between the three UK Royal Colleges of Physicians, The Royal College of Physicians, The Royal College of Physicians of Edinburgh and The Royal College of Physicians and Surgeons of Glasgow, by which the colleges deliver their responsibilities in the three fields of Training, Assessment, and Continuing Professional Development.

Policy and strategy with regard to the functions of the Federation are determined by the three colleges, via the Board of the Federation, and the Federation is responsible and accountable to the Board of the Federation, and thereby to the three colleges, for its functions.

The Federation discharges its role in specialist medical training through the Joint Royal Colleges of Physicians Training Board (JRCPTB), and its role in Continuing Professional Development (CPD) through its CPD arm. The three colleges deliver education and CPD; the Federation, through its Division for Training and Development and its CPD arm, helps to coordinate some of these activities.

The Federation discharges its role in assessment and examinations through the MRCP(UK) division. The assessments it delivers include the three parts of the MRCP(UK) Diploma and the 11 Specialty Certificate Examinations (SCEs), two of which are harmonised European exams.

Purpose and scope: The Medical Director of The Division for Assessment is the Officer appointed by the Federation to act on its behalf on delegated matters, with primary responsibility for all parts of the MRCP(UK) diploma examination and for the Specialty Certificate Examinations (currently 11).

The Medical Director will be appointed for a period of up to three years in the first instance, with the possibility of further extension.

However, the Federation reserves the right to alter the post, including its tenure, in line with the changing organizational needs, whenever it considers this necessary, with a three-month period of notice.

- Reports to:** Executive Medical Director, Federation
- Direct reports:** N/A
- Works closely with:** Executive Medical Director (EMD) of Federation, Chief Executive Officer of Federation
- Medical Director of the Division for Training
- International Medical Director for PACES
- International Medical Director for Training
- Medical Director for CPD
- Associate Medical Director (AMD) for Written Exams, Associate Medical Director for PACES, Chair and Secretary of the Clinical Examination Board, Chair of the Regulatory Subgroup
- Clinical leads within MRCP(UK), including the Part 1 and Part2 MRCP(UK) Examination Board Chairs and the Specialty Certificate Examination Board Chairs
- Assessment leads of the three Physician Royal Colleges
- Examinations departments/teams of the three Physician Royal Colleges
- Key non-medical staff within Federation
- CEOs and other appropriate teams of the three Physician Royal Colleges
- Key external stakeholders, including the GMC and the Academy Assessment Committee, MDRS, Statutory Education Boards of the 4 UK countries
- Major responsibilities:** The Medical Director for Assessment will:
- Have overall responsibility for the efficient and effective functioning of the Division for Assessment, chair key meetings and be directly accountable to the Executive Medical Director of the Federation

- Agree with Federation the key clinical, training, academic, financial and sustainability priorities for the Division for Assessment for both the next year and for the future, building in key performance indicators and targets.
- Provide clinical leadership in order that the Division achieves these aims and objectives.
- Work closely with the relevant teams in each of the three Physician Royal Colleges
- Work closely with relevant external stakeholders
- Lead the Federation Examinations Central Office and support, where appropriate, the relevant Colleges' Examinations Departments in their work in developing and delivering all parts of the MRCP(UK) diploma examinations and the Specialty Certificate Examinations. Oversee the continuing implementation of the PACES23 project.
- Ensure, with the Executive Medical Director and the Chief Executive Officer the on-going stability, development, and success of the delivery of the MRCP(UK) examinations and the Specialty Certificate Examinations.
- Ensure, with the clinical and non-clinical leads that the clinical and academic aspects of the MRCP(UK) and Specialty Certificate Examinations are fit for purpose and respond to the needs of the regulatory bodies, examination candidates and stakeholders in order that best practice in the field is achieved and maintained.
- Working with the Executive Medical Director and the Chief Executive Officer of The Federation, contribute to the development of a strategic vision that includes relevant clinical and academic input into business cases and operational implementation plans, taking into account the political environment and the needs of candidates, patients and their carers, and the service. This will include relevant input into the Federation Five Year Strategy and associated Business Plan
- Ensure that the regulations for the MRCP(UK) and Specialty Certificate Examinations are developed, implemented, and reviewed in order that the examination processes are fair, consistent, and transparent, and that differential attainment is minimised/eliminated.
- Maintain the profile of the MRCP(UK) Examinations and the Specialty Certificate Examinations, both in the UK and

overseas, in order that the credibility and sustainability of the examinations are maintained and enhanced.

- Report any issues affecting the clinical, academic, and financial aspects of the examinations that are relevant to their on-going sustainability.
- Provide clinical and academic leadership for all the Examination Boards and their Chairs, Secretaries, and members to ensure that the MRCP(UK) and Specialty Certificate Examinations are developed and delivered consistently in line with Federation expectations.
- Regularly review and, if necessary, update the terms of reference of the examination boards.
- Ensure proper lay representation.
- Manage and appraise the Associate Medical Directors and the Examination Board Chairs.
- Oversee the selection, appointment and training of all Examination Board Chairs and members and the monitoring of their performance.
- Chair the MRCP(UK) Management and Policy (MaP) Board and the MRCP(UK) Senior Management Team (SMT), and advise on issues that affect academic, operational, and policy matters of the MRCP(UK) and Specialty Certificate Examinations.
- Be responsible for the Quality Assurance and Management of all the Federation examinations, including both clinical and non-clinical aspects. Ensure that appropriate policies and standard operating procedures relating to Quality Assurance and Management are in place and are regularly reviewed and updated.
- Actively promote relevant research related to the Federation examinations.
- Regularly attend the MRCP(UK) Clinical Examining Board and Regulatory Committee
- Attend, when required, meetings of the Federation Board (FB) and the Federation Executive Management Committee (FEMC).
- Chair misconduct or appeals panels.

- Oversee the investigation of any governance issues related to the conduct of the examinations, in line with agreed policies and directions from the Chair of the Federation Board, the Federation Board, the Executive Medical Director and the Chief Executive Officer.
- Work with the GMC, other relevant stakeholders, and the Medical Director of the Division for Training to ensure that all the examinations meet regulatory requirements.
- Represent the MRCP(UK) and Specialty Certificate Examinations on external committees as and when required to do so in agreement with the Executive Medical Director.
- Contribute, with the Federation International Director(s) and other key Federation officers and staff, to the development of an integrated international strategy that is cohesive across the two Federation Divisions, Assessment and Training, ensuring that this is aligned with the International Strategy agreed by the Federation Board.
- Ensure an up to date and cohesive communications strategy relating to all parts of the MRCP(UK) Diploma and the Specialty Certificate Examinations, coordinating with the Exams and Communications departments of the three colleges.

Terms and conditions

Requirements

The appointee must be an MRCP (UK) holder, a Fellow of one of the three Physician Colleges, be on the GMC specialist register and be of good standing. Any issues likely to compromise this status must be reported immediately to the Executive Medical Director of the Federation. 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 practice.

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.

The post holder must have thorough and up to date knowledge and understanding of all aspects of the assessment of postgraduate physician training.

Tenure

Subject to satisfactory performance, as agreed by the EMD, CEO and Federation Board Chair, the post is for a duration of 3 years. This can be extended after discussion if agreed by the aforementioned parties.

Time Commitment

The Medical Director for Assessment is expected to commit to three sessions (3 PAs) per week. Working will be hybrid, both virtual and in-person, with time divided as deemed appropriate by the appointee and EMD, between the appointees' home/usual place of work and the Federation Offices based in RCP. An agreed appropriate minimum level of in-person attendance at the Federation Offices will be required.

The Federation agrees to reimburse the appointee's Trust/Board annually for the appointee's salary and associated costs, including any increased costs arising from any pay awards to the appointee's salary due during the period of the Agreement. The reimbursement will be calculated *pro rata* based on the appointee's 10 PA basic salary, excluding additional locally agree PAs and excluding Clinical Excellent Awards/Points or their equivalent in the 4 UK countries. Federation will reimburse, *pro rata*, the employer's national insurance contributions and the employer's pension contribution.

As outlined in the Agreement with the appointee and their employing Trust/Board, 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 Federation in line with the Federation travel policy and expenses policy.

Performance Review

The Federation will record performance in discharging the responsibilities and duties described for this post in an annual appraisal. The annual appraisal will be carried out by the Executive Medical Director of the Federation.

Conflict of Interest

Should a conflict of interest or potential conflict of interest arise it is the responsibility of the individual to inform the Executive Medical Director immediately.

Confidentiality

The work of the Federation Examinations Department is highly sensitive, and it is the responsibility of those working on the development and delivery of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times. Participation in any external commercial enterprise related to the MRCP or Specialty Certificate exams, without express permission from the Federation, is not allowed.

Copyright

All those working with the Federation are required to assign the copyright of any material produced during the course of, or as a result of, their appointment, to the Federation. Where the Specialty

Certificate Examinations are developed in partnership with a Specialist Society the Federation may share the copyright with that Specialty Society.

Location

The offices of the Federation are currently located at House 11, 5 St Andrews Place, London NW1 4LB.

Person specification

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Department: Assessment

Date: August 2018

| Key Skills and Experience | Application | Interview |
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| Must be a Fellow in good standing of one of the 3 Physician Colleges, have a licence to practice and be in active clinical practice | ✓ | ✓ |
| Actively involved in physician education and training | ✓ | ✓ |
| Extensive and up to date experience of all parts of the MRCP(UK) examination | ✓ | ✓ |
| Wide experience as a PACES examiner and ideally host examiner and international examiner | ✓ | ✓ |
| Significant experience of chairing or being a member of at least one of the MRCP(UK) or SCE boards, or of another postgraduate medical examination board | ✓ | ✓ |
| Experience and/or understanding of the Specialty Certificate Examinations | ✓ | ✓ |
| Understanding of the quality assurance of examinations, their governance, their statistical analysis and of the logistics of the processes involved in setting and delivering high stakes summative examinations | ✓ | ✓ |
| Have a thorough and up to date understanding and experience of the regulations and processes of medical training and of their relationship to the MRCP(UK) and Specialty Certificate Examinations. | | ✓ |
| Have a good understanding of the changes impacting on Postgraduate Medical Education and their implications for training and examinations | | ✓ |
| Proven experience of management or leadership responsibility in a clinical environment, including experience of leading change | ✓ | ✓ |
| Creative approach to problem solving | | ✓ |
| Ability to understand, analyse and interpret complex information | | ✓ |

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| Effective presentation, communication and negotiating skills in small and large groups of both internal & external stakeholders. | ✓ | ✓ |
| Motivational skills | | ✓ |
| Confident leadership style | | ✓ |
| Good IT skills | ✓ | ✓ |