

Medical Secretary of MRCP(UK) Clinical Examining Board – Person Specification

General and professional education	Application	Interview
<i>Essential</i> Holds MRCP(UK) or an equivalent postgraduate diploma	✓	
Is a Fellow of one of the three Royal Colleges of Physicians of the UK	✓	
Holds a current licence to practise and is currently practising in a medical specialty	✓	
Registered and in good standing with the General Medical Council	✓	
<i>Desirable</i> Qualification in medical education	✓	
Experience and knowledge		
<i>Essential</i> Actively engaged in the training of trainee doctors within the last two years	✓	
Up to date with: <ul style="list-style-type: none"> • Employer's equality and diversity training • Employer's appraisal process • National Guidelines • CPD requirements 	✓	
Good understanding of the principles of medical education, including assessments of clinical skills	✓	✓
Previous experience of board membership for postgraduate examinations	✓	✓
Extensive experience of PACES examining in the UK and internationally, including hosting and acting as Chair of Examiners	✓	✓
Understanding of quality assurance processes for examinations (e.g. analysis of results reports)	✓	✓
Awareness of the principles of team leadership and effective people management	✓	✓
Completed MRCP(UK) Fair Assessment equality and diversity training module	✓	✓
<i>Desirable</i> Understanding of standard setting methodology used for examinations (e.g. Angoff/Hofstee/test equating)	✓	✓