

Vacancy: Medical Secretary of the Rheumatology Specialty Certificate Examining Board

The British Society for Rheumatology and the Federation of the Royal Colleges of Physicians of the UK are seeking to appoint a new Medical Secretary of the Rheumatology SCE 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 Members of the Part 1, Part 2 and Speciality Certificate Examining Boards*. In addition a copy of the remit and responsibilities of the examining board can be found on the [MRCP\(UK\) website](https://www.mrcpuk.org/).

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 Rheumatology, 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.

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

Expressions of interest (including a brief CV and a maximum of a single side single of A4 outlining your suitability for the post) should be submitted to policy.officer@mrcpuk.org by **5 November 2021**. All applications will be considered by the Chair of the Rheumatology Examining Board and representatives of the British Society for Rheumatology.