

Job description

Job title:	Associate Medical Director for Written Examinations
Post number:	FED001
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 partnership, based on a Memorandum of Understanding, between the three Royal Colleges of Physicians of London, Edinburgh and 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 internal medicine and specialist medical training through the Joint Royal Colleges of Physicians Training Board (JRCPTB), and its role in Continuing Professional Development (CPD) through its CPD department.

The Federation discharges its role in assessment and examinations through the assessment department. This includes the MRCP(UK) Diploma and the 11 Specialty Certificate Examinations (SCEs).

Purpose and scope: The Associate Medical Director for Written Examinations will have the responsibility for the clinical and academic leadership of the MRCP(UK) Part 1 and Part 2 Written examinations, the 11 Specialty Certificate Examinations, and the European Specialty examinations.

The Associate Medical Director will be appointed for a period of up to three years in the first instance, subject to satisfactory performance in the role, with the possibility of further extension. The Federation reserves the right to alter the post, including its tenure, whenever it considers this practicable, with a three-month period of notice.

Reports to: Medical Director for Assessment

Direct reports: N/A

Works closely with: Executive Medical Director (EMD) of Federation, Chief Operating Officer

Medical Director for Assessment

Associate Medical Directors (AMD's) and Clinical leads in the Assessment department, including examination board chairs, within MRCP(UK)

Medical Director of the Division for Training and Development, AMD for CPD, International Medical Director(s), other key clinical personnel

Key non-medical staff within Federation

CEOs and appropriate teams of the three physician Royal Colleges

Major responsibilities: The Associate Medical Director for Written Examinations will be responsible for:

- ✓ The MRCP(UK) written examinations (Part 1, Part 2 Written), the 11 Specialty Certificate Examinations, and the European Specialty Examinations, ensuring that all of the academic objectives are met.
- ✓ Ensuring that the written examinations meet the standards required by the General Medical Council.

- ✓ Advising the 13 individual written examining boards, MRCP(UK) Management and Policy Board, and the Specialty Certificate Examinations Steering Group on policy and academic matters to ensure the continued high standards of the MRCP(UK) Part 1, Part 2 Written and Specialty Certificate Examinations.
- ✓ Attending the Federation International Management and Policy Board to advise on the international development of the written examinations.
- ✓ Organising, overseeing and guiding the MRCP(UK) Diploma and Specialty Certificate Examinations question writing meetings to ensure that all academic objectives and productivity targets are met.
- ✓ Providing support and guidance to the assessment department (otherwise known as MRCP(UK) central office) in the continued production of high-quality examination papers.
- ✓ Providing support and guidance to the assessment department so that the question bank is sustainable through regular audit, analysis and review.
- ✓ The selection, appointment, training and performance monitoring of question writing group chairs and members, written examining board chairs and medical secretaries, in collaboration with the Medical Director.
- ✓ Being a member of other Boards or Committees as requested by the Medical Director.
- ✓ Providing direction, support and guidance to examining board chairs through formal annual appraisals.
- ✓ Supporting the international development of MRCP(UK) written and Specialty Certificate Examinations, including identifying areas for expansion, liaising with partner organisations to deliver new examination centres and exploring opportunities to develop new international examination formats.
- ✓ Advising on issues of academic quality, such as appeals, misconduct and reasonable adjustment cases.

Terms and conditions

Requirements

The appointee must be an MRCP (UK) holder, a Fellow of one of the three Royal Colleges of Physicians, 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 practise.

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.

Time Commitment

The Associate Medical Director for Written Examinations is expected to commit two sessions per week and attend:

- MRCP(UK) Management and Policy Board;
- SCE Steering Group (meets for half a day once per year);
- Organise and lead training workshops for new MRCP(UK) and SCE question writers (for a full day twice per year); SCE question writing groups (for two days once per year); and MRCP(UK) specialty question writing groups (for two days once per year);
- Attend the Part 1, Part 2 MRCP(UK) examining boards (three half day meetings for each board per year, including travel to Edinburgh and Glasgow) and the 11 SCE (one each per year) examining board business meetings as required.

The Federation agrees to reimburse the appointee's Trust/Board annually for the appointee's salary and associated costs. These are paid as a pro rata rate of the standard 10 PA consultant contract. Merit awards and points are excluded. Employer's pension contribution and national insurance are included.

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 expenses policy.

The post is for three years, subject to satisfactory performance, and may be extended subject to agreement with the MRCP(UK) Medical Director and the Executive Medical Director of the Federation.

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 Medical Director of the Division for Assessment.

Conflict of Interest

Should a conflict of interest or potential conflict of interest arise it is the responsibility of the individual to inform the Medical Director of the Division for Assessment and/or the Executive Medical Director.

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 or non-commercial enterprise related to the MRCP or Specialty Certificate exams, without express permission from the Federation, is not allowed. Prospective candidates should consult the Conflict of Interest Policy; confidentiality constraints will continue for some time after demitting office.

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 Specialist Society.

Location

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

Person specification

Position: Associate Medical Director for Written Examinations Job number: FED[TBC]

Department: Assessment

Date: October 2019

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, and is in good standing with the college	✓	
Has a 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 postgraduate physician 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 knowledge-based assessments	✓	✓
Previous experience of MRCP(UK) board membership for postgraduate examinations	✓	✓
Understanding of standard setting methodology used for examinations (e.g. Angoff/Hofstee/test equating)	✓	✓
Understanding of quality assurance processes for examinations (e.g. question performance)	✓	✓
Awareness of the principles of strategic leadership to meet organisational objectives	✓	✓

Understanding of effective people management to support change initiatives and drive performance		
<i>Desirable</i> Previous experience of question writing for postgraduate examinations	✓	✓
Understanding of most recent academic developments in written examinations	✓	✓
Awareness of technology used in development and delivery of written examinations	✓	✓
Awareness of legal requirements relating to GDPR and the Equality Act (2010) (Reasonable Adjustment policies)	✓	✓
Completed MRCP(UK) Fair Assessment equality and diversity training module	✓	✓
Experience in a leadership role in the NHS or medical education (e.g. HEE/NES/College)	✓	✓