

Vacancy: Medical Secretary of the MRCP(UK) Part 2 Clinical Examining Board (PACES)

The Federation of the Royal Colleges of Physicians of the UK is seeking to appoint a new Medical Secretary for the MRCP(UK) Part 2 Clinical Examining Board.

The successful applicant will support the Associate Medical Director (AMD) for Clinical Examinations in running the MRCP(UK) Part 2 Clinical Examination to ensure that all academic objectives are met; assist the AMD in ensuring that the MRCP(UK) Part 2 Clinical Examination meets the standards set by the General Medical Council (GMC); be responsible for the production and accuracy of all documentary and regulatory matters relating to the MRCP(UK) Part 2 Clinical Examination; assist the Chair in advising the MRCP(UK) Management and Policy Board on policy and academic matters relating to the MRCP(UK) Part 2 Clinical Examination; deputise for the AMD as appropriate; support MRCP(UK) Central Office and the Colleges Examination Departments in the development and delivery of the MRCP(UK) Part 2 Clinical Examination, including advising on appeals and reasonable adjustments and act as a clinical examiner (examining at least two days per annum, averaged over two years).

A full list of the post's responsibilities is set out in: *The Responsibilities and Duties of the Medical Secretary of the MRCP(UK) Part 2 Clinical Examining Board*. In addition a copy of the remit and responsibilities of the examining board can be found on the [MRCP\(UK\) website](#).

Applicants should meet the following criteria to be eligible to apply:

- hold the MRCP(UK) or an equivalent postgraduate diploma;
- be a member or fellow of one of the three colleges, and be registered and in good standing with the GMC;
- have a current licence to practice;
- be actively engaged in the training of junior doctors 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.
- have completed the MRCP(UK) Fair Assessment training.

The tenure of board appointments is three years. Subject to the agreement of the Medical Director for Assessment, individual tenure may be extended by up to a maximum of three years to ensure orderly succession planning.

The Medical Secretary of the MRCP(UK) Part 2 Clinical Examining Board will normally devote one session per week to Examination Board matters of which at least two sessions per month should be spent liaising with other Board Officers and exams staff in Central Office. It is anticipated that approximately 40 sessions per year will be spent on these activities.

This is a non-salaried position though all reasonable expenses and travel costs will be met by the MRCP(UK) Central Office in line with the Federation expenses policy.

Applications for the post, including a CV and one-page covering letter outlining your suitability for the post should be submitted to Sarah Farage (policy.officer@mrcpuk.org) by the end of **Friday 20 January 2023**. Interviews will take place in the week commencing **30 January 2023**].

The successful applicant would ideally be able to attend the meeting of the Clinical Examining Board scheduled for 9 February 2023 at the Royal College of Physicians - London.

The Responsibilities and Duties of the Medical Secretary of the MRCP(UK) Part 2 Clinical Examining Board (PACES)

Responsibilities

The Medical Secretary of the MRCP(UK) Part 2 Clinical Examining Board will:

Provide support to the Associate Medical Director (AMD) for Clinical Examinations in running the MRCP(UK) Part 2 Clinical Examination to ensure that all academic objectives are met.

Assist the AMD for Clinical Examinations in ensuring that the MRCP(UK) Part 2 Clinical Examination meets the standards set by the regulatory body, the General Medical Council.

Assist in the further development of the MRCP(UK) Part 2 Clinical Examination worldwide.

Be responsible for the production and accuracy of all documentary and regulatory matters relating to the MRCP(UK) Part 2 Clinical Examination.

Assist the Chair in advising the MRCP(UK) Management and Policy Board on matters relating to the MRCP(UK) Part 2 Clinical Examination.

May also be asked to represent the AMD at, or be nominated as the representative on other MRCP(UK) Committees such as the MRCP(UK) Management and Policy Board .

Deputise for the AMD for Clinical Examinations as required on misconduct and appeals panels.

Support the MRCP(UK) Central Office and the Colleges Examination Departments in the development and delivery of the MRCP(UK) Part 2 Clinical Examination, including advising on appeals and reasonable adjustments.

With the Federation Medical Director for Assessment and the AMD for Clinical Examinations advise on the appointment of members of Boards and Committees and assist with their selection, appointment, training and performance monitoring.

Act as a clinical examiner within the UK and internationally (examining at least two days per annum, averaged over two years).

Assist the AMD for Clinical Examinations in monitoring examiner performance and take action when necessary to ensure that the appropriate standards are maintained within and outwith the UK.

With the AMD for Clinical Examinations, review the functions of the MRCP(UK) Part 2 Clinical Examining Board, advising on the strategy the Board should adopt to ensure that the MRCP(UK) Part 2 Clinical Examination can be properly delivered both within and outside the UK.

Requirements

It is a requirement for all those working with MRCP(UK) examinations that:

They confirm that they hold MRCP(UK) or an equivalent postgraduate diploma, that they are a member or fellow of one of the three Colleges, and that they are registered and in good standing with the GMC.

They have a current Licence to Practise.

They confirm as requested that they are up to date with their employer's equality and diversity training and are up to date with their employer's appraisal process.

All those working with the MRCP(UK) exams are expected to have been actively engaged in the training of junior doctors within the last two years, and to be up to date with appropriate National Guidelines, and CPD requirements.

Applicants for posts connected with the Clinical Examination are also required to have completed the MRCP(UK) Fair Assessment training,

Time Commitment

The tenure of board appointments is three years. Subject to the agreement of the Federation Medical Director for Assessment, individual tenure may be extended by up to a maximum of three years to ensure orderly succession planning.

The Medical Secretary of the MRCP(UK) Part 2 Clinical Examining Board will normally devote one session per week to Examination Board matters of which at least two sessions per month are spent liaising with other Board Officers and exams staff in Central Office.

This is a non-salaried position though all reasonable expenses and travel costs will be met by the MRCP(UK) Central Office in line with the Federation expenses policy.

It is anticipated that approximately 40 sessions per year will be spent on these activities.

Performance Review

The Chair of the Board will be responsible for monitoring the performance of all members of the Examining Board.

Confidentiality

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times.

Conflict of Interest

Should a conflict of interest or potential conflict of interests arise it is the responsibility of the individual to inform the appropriate Board Chair or Medical Director.

Copyright

All those working with the Federation are required to assign the copyright of the material to the Federation. Where the Specialty Certificate Examinations are developed in partnership with a Specialist Society the Federation may share the copyright.

Participation in commercial activities

MRCP(UK) Board officers may not take part in commercially run courses.

Nor may they write or contribute to non-College books or other materials or re-edit or revise existing texts or other publications whose specific purpose is to help candidates prepare for any or all parts of the MRCP(UK) Examination.

Assignment of copyright

I assign to the Federation of Royal Colleges of Physicians of the UK the copyright of the material which I have prepared or will in future prepare, for any part of the MRCP(UK) Examination or Specialty Certificate Examinations. This includes questions for the MRCP(UK) Part 1 and Part 2 Written Papers, scenarios for the MRCP(UK) Part 2 Clinical Examination (PACES) and any of the Specialty Certificate Examinations.

I accept that the Federation may use this material in the MRCP(UK) Examinations, and also may publish it, as it sees fit, without any payment to me.

At all times, and to the best of my knowledge, any material I submit will have been prepared for use in the MRCP(UK) or Specialty Certificate Examination and will not have been published previously, and is not the intellectual property of anyone else.

I undertake not to publish, independently of the Federation, any material which I have prepared for the MRCP (UK) Examination, or which I have reviewed through my work for the MRCP (UK) Examination during the tenure of my office and for a period of 5 years after I demit.

I hereby acknowledge my acceptance of the duties and responsibilities, my acceptance of the restrictions on commercial activities and the assignment of copyright.

Signature _____ Date _____

Print name _____

(Appointee)

MRCP(UK) Central Office
11 St Andrew's Place
Regent's Park
London NW1 4LE
Telephone: +44 (0)20 7935 1174
Fax: +44 (0)20 7486 5864

June 2019

Medical Secretary of MRCP(UK) Clinical Examining Board (PACES) – 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)	✓	✓