

## Job Description

<b>Job Title</b>	Chair of the MRCP(UK) Regulatory Sub-Group
<b>Department</b>	The Federation of the Royal Colleges of Physicians of the UK
<b>Job context</b>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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).</p>
<b>Purpose and scope</b>	<p>The regulatory sub-group of the MRCP(UK) Management and Policy Board is a newly created body, which is designed to strengthen the main regulatory processes related to the examinations.</p> <p>The Chair will be responsible for providing clinical and academic leadership for the group, overseeing the implementation of regulations, and contributing to the work of MRCP(UK).</p> <p>The Chair 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.</p>
<b>Reports to</b>	Medical Director for Assessment
<b>Direct reports</b>	N/A
<b>Works closely with</b>	<p>Federation Executive Medical Director</p> <p>Medical Director for Assessment</p> <p>Associate Medical Directors for Written and Clinical Examinations</p>

	<p>Chairs and Medical Secretaries of Examining Boards</p> <p>Federation Chief Operating Officer</p> <p>Head of Assessment Quality</p> <p>MRCP(UK) Policy Team</p>
<b>Major responsibilities</b>	<p>The Chair of the regulatory sub-group will be responsible for:</p> <ul style="list-style-type: none"> <li>• Chairing the regulatory sub-group of the MRCP(UK) Management and Policy Board (which will meet virtually)</li> <li>• Leading the group in reviewing: <ul style="list-style-type: none"> <li>○ appeals against examination results from MRCP(UK) and Specialty Certificate Examination candidates in accordance with the Examinations Appeals Regulations</li> <li>○ misconduct cases, including both alleged instances of academic dishonesty and breaches of the candidate code of conduct, in accordance with the Misconduct Regulations and Candidate Code of Conduct</li> <li>○ complex reasonable adjustment cases and making decisions about provision for candidates in accordance with MRCP(UK) regulations and appropriate legislation</li> <li>○ disputes about the interpretation of any MRCP(UK) regulation</li> </ul> </li> <li>• Attending the MRCP(UK) Management and Policy Board to advise on development of the regulations and report on the cases reviewed by the sub-group</li> <li>• Advising on improvements to the MRCP(UK) examination regulations and contributing to the quality assurance procedures for the examinations</li> <li>• Ensuring that the examination regulations meet the standards required by the General Medical Council</li> <li>• Selection, appointment, training and performance monitoring of members of the sub-group</li> <li>• Working closely with other members of the Federation Senior Leadership Team in the development of the examinations.</li> </ul>
<b>Terms and conditions</b>	
<b>Requirements</b>	
<p>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 Medical Director for Assessment. 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.</p> <p>It is preferred that the post holder be in active clinical practice with a current licence to practise.</p> <p>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.</p>	

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 Chair of the Regulatory sub-group is expected to commit one session per week to the review of matters referred to the sub-group and attend the meetings of the MRCP(UK) Management and Policy Board (5 p.a.). The sub-group will meet virtually; it is estimated that a significant number of appeals will be referred weekly during examination diets.

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

As outlined in the Agreement with the appointee and their employing Trust, 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, but all reasonable expenses and travel costs will be met by the MRCP(UK) Central Office in line with the Federation Expenses policy.

The appointment 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 in an annual appraisal, carried out by the Medical Director of MRCP(UK).

**Conflict of interest**

Should a conflict of interests or potential conflict of interests arise it is the responsibility of the individual to inform the Medical Director of MRCP(UK) or the Executive Medical Director of the Federation.

**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.

**Copyright**

All those working with the Federation are required to assign the copyright of all materials used and produced to the Federation. And where the Specialty Certificate Examinations are developed in partnership with a specialist society the Federation may share the copyright.

**Location**

The offices of the Federation are currently located at 7-8 St Andrews Place, London, NW1 4LE

# Person specification

Position: Chair of Regulatory Sub-Group

Job number: FED[TBC]

Department: Assessment

Date: August 2021

<b>General and professional education</b>	<b>Application</b>	<b>Interview</b>
<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	✓	
<b>Experience and knowledge</b>		
<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"> <li>• Employer's equality and diversity training</li> <li>• Employer's appraisal process</li> <li>• National Guidelines</li> <li>• CPD requirements</li> </ul>	✓	
Good understanding of the principles of medical education, including knowledge-based and clinical assessments	✓	✓
Previous experience of MRCP(UK) board membership for postgraduate examinations	✓	✓
Experience of PACES examining	✓	✓
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>		
Knowledge of MRCP(UK) structures and processes	✓	✓
Understanding of most recent academic developments in postgraduate examinations	✓	✓
Awareness of technology used in development and delivery of 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	✓	✓