The Responsibilities and Duties of

Members of the Part 1, Part 2 and Speciality Certificate Examining Boards

Responsibilities

The individual is responsible to the Chair of the Examining Board and will:

Assist the Chairman and Medical Secretary in the running of the Examinations to ensure that all academic objectives are met.

Attend annual meetings of the Board, convened to set Examination papers.

Review candidate performance in the most recent diet.

Support the officers of the Examining Board in delivering the Examination and meeting the requirements set by the regulatory body, the General Medical Council (GMC).

Assist with the development of the Examinations.

Act on the advice of the MRCP(UK) Management Board and Examining Boards on policy and academic matters relating to the Examinations.

Support the MRCP(UK) Central Office and the College Examination Departments on the delivery of the Examinations.

Requirements

It is a requirement for all those working with 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 provide a current CV and confirm to Central Office 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.

They have been actively engaged in the training of junior doctors within the last two years, and are up to date with relevant National Guidelines, and CPD requirements.

Time Commitment

The Part 1 and Part 2 Boards will normally hold three two-day examining board meetings per year and run three diets. SCE Board will normally hold one two-day Examining Board meeting per year and run one diet.

Attendance at these meetings will be monitored and members may be asked to stand down if they fail to attend regularly.

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

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 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) Officers may not take part in commercially run courses.

Nor may they write or contribute to non-College books or other materials such as CD-Roms or to 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 questions for any of the Specialty Certificate Examinations.

I accept that the Federation may use this material in the MRCP(UK) Examinations, and may 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.

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_____
(appointee)

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