

The Responsibilities and Duties of the Trainee as a member of the MRCP(UK) Clinical Examining Board and Scenario Editorial Committee

Responsibilities

- The trainee is a full member of the Clinical Examining Board (CEB) and actively participates in its work and other projects between board meetings.
- The individual is responsible to the Chair of the Examining Board and subject to the same guidance as other members.

Members of the Board will:

- Assist the Chair and Medical Secretary in the running of Examinations to ensure that all academic objectives are met;
- Attend meetings of the Board, convened to review candidate performance in the most recent assessment period;
- Attend meetings of the Scenario Editorial Committee (SEC) to review and develop clinical scenarios for future use in Examinations;
- Support the officers of the Examining Board in delivering the MRCP(UK) PACES Examination and meeting the requirements set by the regulatory body the General Medical Council;
- Assist with the development of the Examination, with particular focus on communication and engagement with candidates undertaking the examination;
- Act on the advice of the MRCP(UK) Management and Policy Board and Academic, Quality Management and Research Committee on policy and academic matters relating to the Examination;
- Support the MRCP(UK) Central Office and the three College Examination Departments on the delivery of the Examination.

Expectations of the trainee representative at the CEB

The Clinical Examining Board oversees the running of the PACES examination, reviewing and advising on its content, format and conduct. Trainee representatives provide an important trainee perspective on matters discussed in board meetings. Trainees are expected to actively participate in discussions, drawing on their own experiences, but also the experiences of the trainee body as a whole. Outside of meetings, they should actively seek to understand the wider trainee perspective through other forums, both online and in person.

They will be asked to provide a 'trainee representative report' at each meeting, which is expected to be a brief verbal report, and should not require significant time to prepare. It should highlight current relevant issues and update the board on any specific activities undertaken by the trainee representative(s) in their role on the board.

Expectations of the trainee representative at the SEC

As with the CEB, trainees are full members of the SEC. The role of the committee is to review and edit all communication and history taking scenarios that will be used in the upcoming PACES assessment period, and advise on issues concerning these scripted stations.

Committee members, including the trainee representatives, are paired up and given around ten scenarios to review and edit in details before each committee meeting. Some may be old and out of date, in need of updating and discarding, whilst others may be brand new and need checking for accuracy and appropriateness. Trainees also review booklets of all the scenarios that will come before the Committee and they are advised to read them all in advance so as to maximise their contribution on the day. In addition, they should bring a trainee perspective to considerations of what can be tested in a PACES encounter. Trainee representatives should comment on what a core medical trainee (CMT) should realistically be expected to know and/or do, and ensure that scenarios reflect current practice. At the meetings they present their scenarios and participate in the review of all the others.

As in CEB, the business section of the meeting gives the opportunity to present an update as trainee representative. This should also highlight current training issues and update on activities undertaken in relation to this role.

Requirements

It is a requirement that trainees working with Examinations:

- Confirm they hold the MRCP(UK) diploma, are a member of one of the three Colleges, and that they are registered with a licence to practise and in good standing on the GMC register;
- 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;
- Be enrolled in an approved GMC training programme;
- Be up to date with relevant National Guidelines, and the requirements of their training programme.

Time Commitment

- The Clinical Examining Board will normally hold three one-day Examining Board meetings per year and run three assessment periods. The Scenario Editorial Committee will normally hold three one-day meetings per year, adjacent to the Examining Board meeting;
- Attendance at these meetings will be monitored and members may be asked to stand down if they fail to attend regularly;
- Trainee representatives will be appointed for a period of three years. The post holder will be required to demit office once they have completed their training.

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 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 the any of the Specialty Certificate Examinations.

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

Name (please print) _____

Signature _____ Date _____
(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

January 2018