

The Responsibilities and Duties of the Trainee Representative as a member of the Specialty Certificate Examination Steering Group

Responsibilities

The trainee is a full member of the steering group and actively participates in its work and other projects between meetings.

The individual is responsible to the chair of the steering group and subject to the same guidance as other members.

Trainee representatives will:

Attend steering group meetings.

Promote the viewpoint of the trainee in the development of strategy and policy of the Specialty Certificate Examinations.

Act on the advice of the MRCP(UK) management board, examining boards and SCE steering group on policy and academic matters relating to the examinations.

Support the members of the steering group and SCE examining boards in delivering the Specialty Certificate Examinations and meeting the requirements set by the regulatory body, the General Medical Council (GMC).

Support the MRCP(UK) central office and the college examination departments in the delivery of the Specialty Certificate Examinations.

Requirements

It is a requirement for trainees 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 are employed in a recognised training post in one of the twelve specialties in which the Specialty Certificate Examinations are currently run.

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 are up to date with relevant National Guidelines, and the requirements of their training programme.

Time Commitment

There is one meeting a year, usually held at the end of January.

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 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 the 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)

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

