

## **Job Description**

**Job Title:** Associate Medical Director for Clinical Examinations

**Post Number:** FED002

**Department:** The Federation of the Royal Colleges of Physicians of the United Kingdom

**Job context:** The Federation of the Royal Colleges of Physicians of the United Kingdom is a collaboration, based on a Memorandum of Agreement, between the Royal College of Physicians of Edinburgh, Royal College of Physicians and Surgeons of Glasgow and the Royal College of Physicians by which the colleges deliver their responsibilities in the three fields of Training, Assessment, and Continuing Professional Development.

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.

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 division.

The Federation discharges its role in assessment and examinations through the Assessment Division. This includes the MRCP(UK) Diploma and the 11 Specialty Certificate Examinations (SCEs).

**Equal Opportunity Statement** *The Federation of the Royal College of Physicians is committed to ensuring a diverse workforce and positively encourages applications for suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status or pregnancy and maternity.*

**Purpose and Scope:** The Associate Medical Director for Clinical Examinations will provide clinical and academic leadership for the MRCP(UK) Part 2 Clinical Examination (PACES) to achieve the aims and objectives agreed by the Federation.

The Associate Medical Director 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.

**Reports to:** Medical Director for Assessment

**Direct Reports:** Medical Secretary of the MRCP(UK) Clinical Examining Board, Chair of the MRCP(UK) Scenario Editorial Committee, Chair of the Regulatory Sub-Group.

**Works closely with:** Executive Medical Director (EMD) and Chief Executive Officer of Federation

International Medical Director for PACES

Senior clinical examiners of the three physician Royal Colleges

Associate Medical Director for Written Examinations and Clinical leads in the Assessment Division

Medical Director and International Medical Director of the Division for Training, Medical Director for CPD, other key clinical personnel

Medical Secretary of the Clinical Examining Board and the Chair of the Regulatory Sub-Group

Key non-medical staff within Federation

Examination teams and other appropriate teams of the three physician Royal Colleges

Key external stakeholders

**Major responsibilities:** The Associate Medical Director for Clinical Examinations will be responsible for:

- The MRCP(UK) Part 2 Clinical Examination (PACES), ensuring that all academic and regulatory objectives are met and that it meets the standards required by the General Medical Council.

- Chairing the MRCP(UK) Clinical Examining Board.
- Leading and monitoring the implementation of the new PACES23 examination format, including the standard setting process for the initial diets, ensuring its validity and reliability.
- Supporting the MRCP(UK) Scenario Editorial Committee and Scenario Writing Group in producing standardised examination material.
- Attending the MRCP(UK) Management and Policy Board to advise on policy and academic matters relating to PACES.
- Supporting the International Medical Director for PACES in international development of the examination.
- Maintaining appropriate quality assurance mechanisms to ensure that the clinical and academic aspects of PACES are fit for purpose.
- Working with the Colleges' senior examiners in providing academic and clinical leadership for examiner pools and ensuring sufficient numbers of examiners and candidate places are available for each diet of the examination.
- Reviewing and updating examiner criteria and monitoring examiner performance.
- Providing support and guidance to the MRCP(UK) and Colleges' PACES teams in the delivery of the examination.
- Overseeing the framework for, and governance of, UK PACES examination. It is expected that the postholder will examine for PACES regularly in the UK (with the option to examine internationally).
- Leading the Clinical Examining Board in reviewing candidate appeals and advising on other academic quality issues.
- Providing direction, support and guidance to the Medical Secretary of the Clinical Examining Board, the Chair of the Scenario Editorial Committee and the Chair of the Regulatory Sub-Group, including on regulatory matters.
- Providing leadership for research related to improving differential attainment and understanding reasonable adjustment outcomes.

- Being a member of other Boards or Committees as requested by the Medical Director.

### **Terms and conditions**

#### **Requirements**

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 Assessments. 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.

It is preferred that the post holder be in active clinical practice with a current licence to practise.

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.

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 Associate Medical Director for Clinical Examinations is expected to commit one session per week and attend:

- MRCP(UK) Clinical Examining Board (three full-day meetings per year).
- MRCP(UK) Management and Policy Board (five half-day meetings per year).
- MRCP(UK) Senior Management Team (one 90-minute meeting per month).
- MRCP(UK) Scenario Editorial Committee and Scenario Writing Group meetings as required.
- Any other internal and external meetings as required by the Medical Director.

Much of the work of the Associate Medical Director for Clinical Examinations can be undertaken virtually on Teams. The role may include some travel within the UK, and internationally by agreement.

The Federation agrees to reimburse the appointee's Trust/Board annually for the appointee's salary and associated costs. These are paid as a pro rata rate of the standard 10 PA consultant contract. Additional PAs and Clinical Excellence awards and points are excluded. The employer's pension contribution and national insurance are included.

As outlined in the Agreement with the appointee and their employing Trust/Board, 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, although all reasonable expenses and travel costs will be met by the Federation in line with the Federation travel and expenses policy.

The post is for three years, subject to satisfactory performance, and may be extended subject to agreement with the Executive Medical Director of the Federation.

### **Performance Review**

The Federation will record performance in discharging the responsibilities and duties described for this post in an annual appraisal. The annual appraisal will be carried out by the Medical Director of the Division for Assessment.

### **Conflict of Interest**

Should a conflict of interest or potential conflict of interest arise it is the responsibility of the individual to inform the Medical Director for Assessment and/or the Executive Medical Director as soon as possible.

### **Confidentiality**

The work of the Federation Examinations Department is highly sensitive, and it is the responsibility of those working on the development and delivery of the examinations to ensure that the confidentiality of candidate information, examination results, and examination material is respected at all times. Participation in any external commercial or non-commercial enterprise related to the MRCP(UK) or Specialty Certificate Examinations, without express permission from the Federation, is not allowed. Prospective candidates should consult the Conflict of Interest Policy; confidentiality constraints will also continue for some time after demitting office.

### **Copyright**

All those working with the Federation are required to assign the copyright of any material produced during the course of, or as a result of, their appointment, to the Federation. Where the Specialty Certificate Examinations are developed in partnership with a Specialist Society the Federation may share the copyright with that Specialist Society.

### **Location**

The offices of the Federation are currently located at 11 St Andrews Place, London NW1 4LE though much of the work of the Associate Medical Director for Clinical Examinations can be undertaken virtually on Teams.

# Person specification

Position: Associate Medical Director for Clinical Examinations    Job number: FED002

Department: Assessment

Date: October 2023

<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 that 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 assessments and clinical examinations.	✓	✓
Previous experience of MRCP(UK) board membership.	✓	✓
Experience of examining for PACES, both in the UK and internationally, including experience of chairing examinations.	✓	✓
Understanding of standard setting methodology used for examinations (e.g., Angoff/Hofstee, test equating).	✓	✓

Understanding of quality assurance processes for examinations (e.g., scenario performance).	✓	✓
Knowledge of the regulatory framework for postgraduate medical examinations and for delivering reasonable adjustment and reducing differential attainment	✓	✓
Proven good leadership skills and awareness of the principles of strategic leadership to meet organisational objectives.	✓	✓
Good team working and effective people management skills to support change initiatives and drive performance.	✓	✓
<i>Desirable</i> Understanding of most recent academic developments in clinical examinations.	✓	✓
Awareness of technology used in development and delivery of clinical 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.	✓	✓
Experience in a leadership role in the NHS or medical education (e.g., Statutory Education Body/College).	✓	✓