

Vacancy: Medical Secretary of the MRCP(UK) Part 2 Clinical Examining Board

The Federation of the Royal Colleges of Physicians of the UK is seeking to appoint a new Medical Secretary for the MRCP(UK) Part 2 Clinical Examining Board.

The successful applicant will support the Associate Medical Director (AMD) for Clinical Examinations in running the MRCP(UK) Part 2 Clinical Examination to ensure that all academic objectives are met; assist the AMD in ensuring that the MRCP(UK) Part 2 Clinical Examination meets the standards set by the General Medical Council (GMC); be responsible for the production and accuracy of all documentary and regulatory matters relating to the MRCP(UK) Part 2 Clinical Examination; assist the Chair in advising the MRCP(UK) Management and Policy Board on policy and academic matters relating to the MRCP(UK) Part 2 Clinical Examination; deputise for the AMD as appropriate; support MRCP(UK) Central Office and the College Examination Departments in the development and delivery of the MRCP(UK) Part 2 Clinical Examination, including advising on appeals and reasonable adjustments and act as a clinical examiner (examining at least six cycles per annum, averaged over two years, i.e. a minimum of two to three days examining per year).

A full list of the post's responsibilities is set out in: *The Responsibilities and Duties of the Medical Secretary of the MRCP(UK) Part 2 Clinical Examining Board*. In addition a copy of the remit and responsibilities of the examining board can be found on the [MRCP\(UK\) website](#).

Applicants should meet the following criteria to be eligible to apply:

- hold the MRCP(UK) or an equivalent postgraduate diploma;
- be a member or fellow of one of the three colleges, and be registered and in good standing with the GMC;
- have a current licence to practice;
- be actively engaged in the training of junior doctors within the last two years;
- be up-to-date as appropriate with relevant national guidelines, CPD requirements, employer's equality and diversity training and appraisal process.

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

The Medical Secretary of the MRCP(UK) Part 2 Clinical Examining Board will normally devote one session per week to Examination Board matters of which at least two sessions per month should be spent liaising with other Board Officers and exams staff in Central Office. It is anticipated that approximately 40 sessions per year will be spent on these activities.

This is a non-salaried position though all reasonable expenses and travel costs will be met by the MRCP(UK) Central Office in line with the Federation expenses policy.

Applications for the post, including a CV and one-page covering letter outlining your suitability for the post should be submitted to Sarah Farage (policy.officer@mrcpuk.org) by the end of **Friday 27 September**. Interviews will take place in the week commencing **21 October 2019 [TBC]**.

The successful applicant will be expected to attend the meeting of the Clinical Examining Board scheduled for 6 February at the Royal College of Physicians of London.