

Vacancy: Medical Secretary of the MRCP(UK) Part 1 Written Examining Board

The Federation of Royal Colleges of Physicians of the UK is seeking to appoint a Medical Secretary of the MRCP(UK) Part 1 Examining Board.

The successful applicant will support the Chair of the Examining Board in running the Part 1 Examination and managing the work of the Examining Board, and will also be responsible for the production and accuracy of all documentary and regulatory matters relating to the examination.

The Medical Secretary of the MRCP(UK) Part 1 Examining Board is a member of the Part 1 Standard Setting Advisory Group and will also attend other meetings to deputise for the Examining Board Chair as required.

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

- Member or fellow of one of the Royal Colleges of Physicians of the United Kingdom;
- Hold the MRCP(UK);
- Be registered with a licence to practise and in good standing on the GMC specialist register;
- Be actively engaged in the training of junior doctors in the UK (or 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.

A full list of responsibilities is set out in The Responsibilities and Duties of the Medical Secretary of the MRCP(UK) Part 1 Written Examining Board.

The tenure of appointment is **five years**; this is subject to regular attendance at meetings and remaining in good standing with the GMC, as these will be monitored. The appointee's employer will be reimbursed for the equivalent of one PA per week.

Applications for the post should include the following documents:

- CV – including contact details, current position, GMC number and College membership;
- Covering letter – outlining your suitability for the role and demonstrating how you meet the eligibility criteria outlined above along with a brief outline of your commitment to medical education and training, and specific expertise in the MRCP(UK) Examination.

Applications should be submitted to policy.officer@mrcpuk.org by **22 February 2019** and interviews are scheduled to take place on the afternoon of **13 March 2019** at the **Royal College of Physicians of London**.

The successful applicant would ideally be available to attend the meetings of the MRCP(UK) Part 1 Written Examining Board on **10-11 June 2019** at the **Royal College of Physicians and Surgeons of Glasgow** and on **19 – 20 November** at the **Royal College of Physicians of London** to shadow the existing post holder, prior to taking up the role formally after this.