

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

The successful applicant will support the Chair of the Examining Board in running the Part 2 Written 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 2 Written Examining Board is a member of the Part 2 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 2 Written Examining Board.

Applicants should submit a brief outline of their professional training, together with a summary of their commitment to medical education and training, and their specific expertise in the MRCP(UK) Examination.

Experience of membership of a relevant Examining Board is desirable. The tenure of appointment is five years. The appointee's employer will be reimbursed for the equivalent of one PA per week.

Applications and enquiries to:

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Regent's Park
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The closing date for receipt of applications is **17 April 2017** and interviews will take place on **11 May 2017** at the Royal College of Physicians of London.

The successful applicant would ideally be available to attend at least one of the meetings of the MRCP (UK) Part 2 Written Examining Board on the 23 - 24 May 2017 (Royal College of Physicians of Edinburgh) and 10 – 11 October 2017 (Crowne Plaza, Glasgow) to shadow the existing post holder, prior to taking up the role in 2018.