

## The Responsibilities and Duties of the Chair of the MRCP(UK) Part 2 Written Examining Board

### Responsibilities

**The Chair of the MRCP(UK) Part 2 Written Examining Board is responsible to the MRCP(UK) Associate Medical Director for Written Examinations and will:**

Have overall responsibility for the MRCP(UK) Part 2 Written Examining Board to ensure that all the academic objectives are met.

Have responsibility for ensuring that the MRCP(UK) Part 2 Written Examination meets the standards set by the regulatory body, the General Medical Council (GMC).

Be responsible, with the support of the Associate Medical Director for Written Examinations, for the selection, appointment and training of board members and the monitoring of their performance.

Have responsibility for the ongoing development of the MRCP(UK) Part 2 Written Examination in the context of the overall development of MRCP(UK) examinations as directed by the Medical Director for Assessment and MRCP(UK) Management and Policy Board.

Be a member of misconduct or appeal panels as requested.

Be a member of the Part 2 Written Examination Standard Setting Group.

Be a member of the MRCP(UK) Academic Quality Management and Research Committee to advise on issues that affect the academic and policy development of the MRCP(UK) Part 2 Written Examination.

Be a member of the MRCP(UK) Standards Annual Review Group to advise on pass standards of the MRCP(UK) Part 1/Part 2 Written Examination

Be a member of other Boards or Committees as requested by the Medical Director for Assessment.

Review the functions of the MRCP(UK) Part 2 Written Examining Board and advise the MRCP(UK) Management and Policy Board on the strategy the Board should adopt to ensure the MRCP(UK) Part 2 Written Examination can be delivered both in the UK and internationally.

Support MRCP(UK) Central Office and the College examinations' departments in their work in developing and delivering the MRCP(UK) Part 2 Written Examination.

### Requirements

It is a requirement for all those working with MRCP(UK) examinations that:

They confirm that they hold MRCP(UK) or an equivalent postgraduate diploma, that they are a fellow of one of the three Colleges, and that they are registered and in good standing with the GMC.

They have a current licence to practise

They confirm, 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 process.

All those working with the MRCP(UK) exams are expected to have been actively engaged in the training of junior doctors within the last two years, and to be up to date as appropriate with National Guidelines, and CPD requirements.

### **Time Commitment**

The Chair of the MRCP(UK) Part 2 Written Examining Board is expected to commit one session per week to Examining Board matters (of which at least two sessions per month are spent liaising with other Board Officers and examinations staff), and attend the following meetings:

- Part 2 Written Examining Board (meets for two days three times per year);
- MRCP(UK) Academic, Quality Management and Research Committee (AQMRC) (meets for half a day four times per year);
- MRCP(UK) Standards Annual Review Group (meets for a full day once per year);
- MRCP(UK) Part 2 Standard Setting Group (meets for two days every three years and annual one-day shadow standard setting exercise.)

The Federation agrees to reimburse the employing Trust or Board for the appointee's salary (1 PA) and reasonable associated costs (employer's pension contribution and national insurance payment) during the period of the Agreement.

As outlined in the Agreement with the appointee and their employing Trust, 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, but all reasonable expenses and travel costs will be met by MRCP(UK) in line with the Federation Expenses policy.

It is anticipated that approximately 40 sessions per year will be spent on all these activities.

The tenure of board appointments is three years subject to satisfactory annual appraisal. 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.

### **Performance Review**

The Federation will record performance in discharging the responsibilities and duties described in an annual appraisal, undertaken by the Associate Medical Director for Written Examinations.

### **Confidentiality**

The work of examinations is highly sensitive and it is the responsibility of those working on the development of the examinations 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 interests or potential conflict of interests arise it is the responsibility of the individual to inform the appropriate Board Chair or Medical Director.

### **Copyright**

All those working with the Federation are required to assign the copyright of the material to the Federation. And where the Specialty Certificates are developed in partnership with a Specialist Society the Federation may share the copyright.

#### **Participation in commercial activities**

MRCP(UK) Board officers may not take part in commercially run courses.

Nor may they write or contribute to non-College books or other materials or 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 any of the Specialty Certificate Examinations.

I accept that the Federation may use this material in the MRCP(UK) Examinations, and may also 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 during my tenure and for a period of 5 years after I demit from this office.

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)

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June 2019