

Responsibilities and duties of

a Member of the MRCP(UK) Academic and Quality Management and Research Committee

The Remit of the MRCP(UK) Academic and Quality Management and Research Committee (AQMRC)

MRCP(UK) AQMRC provides a unified approach to quality control/management of all academic and quality matters related to MRCP(UK) Examinations keeping with the requirements and guidance of The Federation and the General Medical Council (GMC).

MRCP(UK) AQMRC is accountable to the MRCP(UK) Management Board and to The Federation

A member of the MRCP(UK) AQMRC is responsible for the following:

To assist the Associate Medical Director for Quality (Chair of AQMRC) in ensuring quality management is handled consistently across all Parts of the MRCP(UK) Examination and Specialty Certificate Examinations, and all academic objectives are met.

To initiate, discuss, and coordinate academic research into the MRCP(UK) Examinations assisting with the submission, publication and presentation of the results of research studies.

To assist the Associate Medical Director for Quality in delivering the Examinations and meeting the requirements set by the regulatory body, GMC.

To advise in respect of the matters such as:

- policy and procedures for the assessment of the MRCP(UK) Examination;
- quality control/management of the MRCP(UK) Examination, including matters relating to validation or accreditation by external bodies;
- procedures for granting qualifications and for annulling such qualifications;
- procedures for the exclusion of candidates for academic reasons;
- decisions on reasonable adjustments to be offered to candidates with disabilities;
- other similar matters essentially concerned with test fairness, test development and research.

Medical Educationalist members will advise on best practice in assessment and on current research in the field.

Requirements

It is a requirement for all those working with MRCP(UK) Written Examinations or the Specialty Certificate Examinations that:

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

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 relevant National Guidelines, and CPD requirements.

In addition, Medical Education representatives will be:

- involved in the assessment of undergraduate or postgraduate medical students in a UK medical school;
- have an understanding of assessment theory and methodology;
- have a track record of medical education publications in peer-reviewed journals.

Time Commitment

MRCP(UK) AQMRC will normally hold four half-day meetings per year.

Attendance at these meetings will be monitored and members may be asked to stand down if they fail to attend regularly.

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

Confidentiality

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

Copyright

All those working with the Federation are required to assign the copyright of the material to the Federation. Where the Specialty Certificate Examinations are developed in partnership with a Specialist Society the Federation may share the copyright.

Participation in commercial activities

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

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

I accept that the Federation may use this material in the MRCP(UK) Examinations, and may also may 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.

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)

MRCP(UK) Central Office
11 St Andrews Place
Regent's Park
London NW1 4LE
Telephone: +44 (0)20 7935 1465

November 2015