

Job description

Job title:	Chair of the MRCP(UK) Part 1 Examining Board
Post number:	FED
Department:	The Federation of the Royal Colleges of Physicians of the United Kingdom
Job context:	<p>The Federation of the Royal Colleges of Physicians of the United Kingdom is a partnership, based on a Memorandum of Understanding, between the three Royal Colleges of Physicians of London, Edinburgh and Glasgow by which the colleges deliver their responsibilities in the three fields of Training, Assessment, and Continuing Professional Development.</p> <p>Policy and strategy with regard to the functions of the Federation are determined by the three colleges, via the Board of the Federation, and the Federation is responsible and accountable to the Board of the Federation, and thereby to the three colleges, for its functions.</p> <p>The Federation discharges its role in internal medicine and specialist medical training through the Joint Royal Colleges of Physicians Training Board (JRCPTB), and its role in Continuing Professional Development (CPD) through its CPD department.</p> <p>The Federation discharges its role in assessment and examinations through the assessment department. This includes the MRCP(UK) Diploma and the 11 Specialty Certificate Examinations (SCEs).</p>

Purpose and scope: The Chair of the MRCP(UK) Part 1 Examining Board will be responsible for providing clinical and academic leadership for the examining board, overseeing the process for setting examinations, and contributing to the work of MRCP(UK).

The Chair will be appointed for a period of up to three years in the first instance, subject to satisfactory performance in the role, with the possibility of further extension. The Federation reserves the right to alter the post, including its tenure, whenever it considers this practicable, with a three-month period of notice.

Reports to: Associate Medical Director for Written Examinations

Direct reports: N/A

Works closely with: Executive Medical Director (EMD) of Federation

Medical Director for Assessment

Associate Medical Director for Written Examinations (AMD's) and Clinical leads in the Assessment department, including examination board chairs, within MRCP(UK)

Medical Secretary and members of the MRCP(UK) Part 1 Examining Board

Members of the MRCP(UK) Specialty Question Group and Part 1 Standard Setting Group

Chief Operating Officer of Federation

Key non-medical staff within Federation

Major responsibilities: The Chair of the MRCP(UK) Part 1 Examining Board will be responsible for:

- ✓ the MRCP(UK) Part 1 Examining Board to ensure that all the academic objectives are met.
- ✓ ensuring that the MRCP(UK) Part 1 Examination meets the standards set by the regulatory body, the General Medical Council (GMC).
- ✓ the selection, appointment and training of board members and the monitoring of their performance.

- ✓ ongoing development of the MRCP(UK) Part 1 Written Examination; this is 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.
- ✓ Attending misconduct or appeals panels as requested.
- ✓ Attending the Part 1 Examination Standard Setting Group.
- ✓ Attending the MRCP(UK) Management and Policy Board to advise on issues that affect the academic and policy development of the MRCP(UK) Part 1 Examination.
- ✓ Being a member of other Boards or Committees as requested by the Medical Director.
- ✓ Reviewing the functions of the MRCP(UK) Part 1 Examining Board and advising the MRCP(UK) Management and Policy Board on the strategy the Board should adopt to ensure the examination can be delivered both in the UK and internationally.
- ✓ Supporting the Assessment Department and the College examinations departments in their work in developing and delivering the MRCP(UK) Part 1 Examination.
- ✓ Advising on issues of academic quality, such as appeals, misconduct and reasonable adjustment cases.

Terms and conditions

Requirements

The appointee must be an MRCP (UK) holder, a Fellow of one of the three Royal Colleges of Physicians, be on the GMC specialist register and be of good standing. Any issues likely to compromise this status must be reported immediately to the Associate Medical Director for Written Examinations. The appointee should confirm that they are up to date with their employer's equality and diversity training, and with their employer's appraisal process.

It is preferred that the post holder be in active clinical practice with a current licence to practise.

The post holder should have been actively engaged in the training of junior doctors within the last two years and be up to date as appropriate with CPD requirements and relevant national guidelines.

The post holder must have thorough and up to date knowledge and understanding of all aspects of the assessment of postgraduate physician training.

Time Commitment

The Chair of the Part 1 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 should attend the following meetings:

- Part 1 Examining Board (meets for two days three times per year);
- MRCP(UK) Part 1 Standard Setting Group (meets for two days every three years plus an annual one-day shadow standard setting exercise).

The Federation agrees to reimburse the appointee's Trust/Board annually for the appointee's salary and associated costs. These are paid at a pro rata rate of the standard 10 PA consultant contract. Merit awards and points are excluded. Additional PAs are also excluded. Employer's pension contribution and national insurance are included.

As outlined in the Agreement with the appointee and their employing Trust/Board, 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, though all reasonable expenses and travel costs will be met by the Federation in line with the Federation expenses policy.

The post is for three years, subject to satisfactory performance, and may be extended subject to agreement with the MRCP(UK) Medical Director and the Executive Medical Director of the Federation.

Performance Review

The Federation will record performance in discharging the responsibilities and duties described for this post in an annual appraisal. The annual appraisal will be carried out by the Associate Medical Director for Written Examinations.

Conflict of Interest

Should a conflict of interest or potential conflict of interest arise it is the responsibility of the individual to inform the Associate Medical Director for Written Examinations.

Confidentiality

The work of the Federation Examinations Department is highly sensitive, and it is the responsibility of those working on the development and delivery of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times. Participation in any external commercial or non-commercial enterprise related to the MRCP or Specialty Certificate exams, without express permission from the Federation, is not allowed. Prospective candidates should consult the MRCP(UK) Conflict of Interest Policy; confidentiality constraints will continue for some time after demitting office.

Copyright

All those working with the Federation are required to assign the copyright of any material produced during the course of, or as a result of, their appointment, to the Federation. Where the Specialty Certificate Examinations are developed in partnership with a Specialist Society, the Federation may share the copyright with that Specialist Society.

Location

The offices of the Federation are currently located at 5 St Andrews Place, London NW1 4LE.

Person specification

Position: Chair of Part 1 Examining Board

Job number: FED

Department: Assessment

Date: December 2019

General and professional education	Application	Interview
<i>Essential</i> Holds MRCP(UK) or an equivalent postgraduate diploma	✓	
Is a Fellow of one of the three Royal Colleges of Physicians of the UK, and is in good standing with the college	✓	
Has a Licence to Practise and is currently practising in a medical specialty	✓	
Registered and in good standing with the General Medical Council	✓	
<i>Desirable</i> Qualification in medical education	✓	
Experience and knowledge		
<i>Essential</i> Actively engaged in the training of postgraduate physician trainee doctors within the last two years	✓	
Up to date with: <ul style="list-style-type: none"> • Employer's equality and diversity training • Employer's appraisal process • National Guidelines • CPD requirements 	✓	
Good understanding of the principles of medical education, including knowledge-based assessments	✓	✓
Previous experience of MRCP(UK) board membership for postgraduate examinations	✓	✓
Understanding of standard setting methodology used for examinations (e.g. Angoff/Hofstee/test equating)	✓	✓
Understanding of quality assurance processes for examinations (e.g. question performance)	✓	✓
Awareness of the principles of strategic leadership to meet organisational objectives	✓	✓

Understanding of effective people management to support change initiatives and drive performance	✓	✓
<i>Desirable</i> Previous experience of question writing for postgraduate examinations	✓	✓
Understanding of most recent academic developments in written examinations	✓	✓
Awareness of technology used in development and delivery of written examinations	✓	✓
Awareness of legal requirements relating to GDPR and the Equality Act (2010) (Reasonable Adjustment policies)	✓	✓
Completed MRCP(UK) Fair Assessment equality and diversity training module	✓	✓