

The responsibilities and duties of lay representatives as members of MRCP(UK) boards or committees

Lay representatives will:

Take an independent overview on the general proceedings and bring an external, non-clinical viewpoint to the development of the policies and processes of MRCP(UK) examinations.

Provide additional independent input into the external quality assurance of MRCP(UK) examination delivery.

Support the officers of MRCP(UK) in delivering the examinations and meeting the requirements set by the regulatory body the General Medical Council.

Attend all meetings of the relevant board or committee and engage with the development of our examinations.

Support the MRCP(UK) Central Office and the College Examination Departments on the delivery of the examinations, including reviewing documents and participating in academic hearings.

Responsibilities:

Lay representatives are full members of the relevant board or committee and actively participate in its work and other projects between board meetings.

Lay representatives are responsible to the Chair of their board or committee and subject to the same regulations as other members.

Lay representatives may be asked to participate in academic hearings as required – such as candidate misconduct hearings, examination appeals hearings etc.

Requirements:

Lay representatives should provide a current CV, including relevant experience and interests

Lay representatives are invited to participate in an induction day, complete equality and diversity training, and may be asked to attend other relevant training

Lay representatives should be prepared to travel to London, Edinburgh or Glasgow to attend meetings (please note that attendance via video or teleconference can be arranged on request)

Desirable skills and experience:

Experience of participating in board or committee meetings

Understanding of organisational governance

Ability to think strategically

Good independent judgement

Ability to digest and analyse papers and statistical data

Time Commitment:

Lay representatives will normally remain on an individual Board for 3 years.

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

MRCP(UK) Management and Policy Board: 4-6 half-day meetings per year
(MaP)

MRCP(UK) Academic Quality Management and Research Committee: 4 half-day & one full day meetings
(AQMRC) per year

MRCP(UK) Clinical Examining Board and Scenario Editorial Committee: 3 two-day meetings per year
(CEB and SEC)

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:

Although the following statements are unlikely to apply to the work of lay representatives 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 Andrew's Place
Regent's Park
London NW1 4LE
Telephone: +44 (0)20 7935 1557

Anique Liiv, Policy Officer
July 2017