

## Job Description - Associate International Medical Directors for PACES

<b>Job Title</b>	Associate International Medical Directors for PACES
<b>Department</b>	The Federation of the Royal Colleges of Physicians of the UK
<b>Job context</b>	<p>The Federation of the Royal Colleges of Physicians of the United Kingdom is a strategic collaboration, based on a Memorandum of Agreement, 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>The Federation is governed by the Federation Board ('the Board'). All major decisions must be agreed by the Board which represents the three colleges.</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>
<b>Equal Opportunity Statement</b>	The Federation of the Royal College of Physicians is committed to ensuring a diverse workforce and positively encourages applications for suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status or pregnancy and maternity. Applications are welcomed from those employed in less than full time posts. The possibility of a job share can be discussed.
<b>Purpose and scope</b>	The Federation of the Royal Colleges of Physicians is looking to appoint three Associate International Medical Directors for PACES to act on its behalf on delegated matters, to support the International Medical Director for PACES in overseeing and delivering the PACES examination in sites outside of the UK. It is envisaged that each Associate Director will be responsible for a specific geographical area with a high degree of flexibility to support each other and the International Medical Director for PACES.

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	<p>The Associate International Medical Directors will be appointed for a period of three years in the first instance, with the possibility of a further term of (up to) three years, subject to satisfactory performance in the role, and by mutual agreement as per the Federation Board terms where the maximum tenure permitted in any one role is six years. The Federation reserves the right to alter the post, including its tenure, whenever it considers this practicable, with a three-month period of notice.</p>
<b>Reports to</b>	International Medical Director for PACES
<b>Works closely with</b>	<p>Executive Medical Director (EMD) of Federation</p> <p>Medical Director of the Assessment Division</p> <p>Federation Chief Executive Officer</p> <p>Associate Medical Directors and clinical leads across Federation.</p> <p>Medical Directors of the Divisions for Training &amp; Development, CPD, and International</p> <p>Chairs of Examining Boards</p> <p>Federation Chief Operating Officer</p> <p>International Partnerships Team</p> <p>International Examiners Team</p> <p>Key non-medical staff within Federation</p>
<b>Major responsibilities</b>	<p>The Associate International Medical Director for PACES will:</p> <ul style="list-style-type: none"> <li>• Support and work collaboratively with the International Medical Director for PACES, and the Executive Medical Director.</li> <li>• Deputise for and provide back-up for the International Medical Director for PACES responsibilities if required.</li> <li>• Support the International Medical Director for PACES in ensuring that all academic objectives are met at the international examination centres.</li> <li>• Contribute to the development of any new PACES models and ensure that their international delivery is mindful of the carbon footprint and financial envelope.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Assist the International Medical Director for PACES, International Partnerships Manager and the Team Leader for International PACES in assessing new International Centres.</li> <li>• Deputise for the International Medical Director for PACES in overseeing results and financial analysis for the PACES examinations internationally where required.</li> <li>• Ensure that robust examination quality management and governance frameworks are in place to highlight risks and concerns and supporting the development and implementation of mitigating actions.</li> <li>• Deputise for the International Medical Director for PACES at the MRCP(UK) Management and Policy Board, the International Management and Policy Board, and the Clinical Examining Board on policy and academic matters where required.</li> <li>• Support the processes leading to selection, appointment, training, and performance monitoring of International PACES examiners in collaboration with the International Medical Director for PACES, ensuring they are trained to achieve and deliver the quality objectives of PACES as determined by the Clinical Examining Board.</li> <li>• Support the international development of PACES, including identifying areas for expansion, liaising with partner organisations to deliver new examination centres, and supporting Factfinder and Pathfinder visits and the related reports.</li> <li>• As an appointed Federation clinician, act as a conduit between the Examining Boards and its members and Federation Officers, CEO, and COO, ensuring constructive reciprocal communication and positive working relationships.</li> <li>• Advise on issues of academic quality, such as appeals, misconduct, and reasonable adjustment cases, where required.</li> <li>• Work closely with the International Examiners Team and be the point of contact for operational matters.</li> <li>• Participate in other Boards or Committees as requested by the International Medical Director for PACES.</li> <li>• Undertake sufficient reasonable international travel in pursuance of the above objectives.</li> <li>• Represent the international work of Federation to as wide an audience as possible, including agreed (with the IMD PACES) attendance and presentations at international events and conferences.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Attend, as necessary, Federation Board, and prepare and present, where appropriate/required, papers to the Board for information/discussion/decision making.</li> <li>• Adhere to the principles set out in the Federation Code of Conduct.</li> </ul>
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### Terms and conditions

#### Requirements

Each 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 International Medical Director for PACES. 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 where relevant.

The appointees must be an active PACES examiner with experience of being a chair and/or a host examiner.

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 Associate International Medical Directors for PACES are expected to commit equivalent of one session (1 PA) per week to PACES matters. They will be required to attend regular monthly meetings with the International PACES teams. They may also be asked to deputise for the International Medical Director for PACES in following meetings if required:

- MRCP(UK) Map and Policy Board (4 half-day online meetings p.a.)
- Senior Leadership Team (SLT) meetings (1 per month for an hour and a half)
- International Management & Policy (IMaP) Board (4 2-hour online meetings p.a.)
- Clinical Examining Board (CEB) (3 day-long online meetings p.a.)

Working will be hybrid, both virtual and in-person, with time divided as deemed appropriate by the appointee and the International Medical Director for PACES between the appointees'



home/usual place of work and the Federation Offices, currently based in the RCP, London. A job-sharing arrangement would be considered.

These are non-salaried positions, 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 International Medical Director for PACES and the Executive Medical Director of the Federation for one further final term (of up to three years).

**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 International Medical Director for PACES.

**Conflict of interest**

Should a conflict of interest or potential conflict of interest arise it is the responsibility of the individual to inform the International Medical Director for PACES and/or the Executive Medical Director.

**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(UK) or Specialty Certificate exams, without express permission from the Federation, is not allowed. Prospective candidates should consult the 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 all materials used and produced during the course of, or as a result of, their appointment, to the Federation. Those involved in the development of examination content are not permitted to participate in commercial activities for a period of three years after demitting from their role.

**Location**

The offices of the Federation are currently located at 11 St Andrews Place, London, NW1 4LE. The majority of the PACES-related meetings will be carried out in a virtual or hybrid format.

## Person specification

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Position: Deputy International Medical Director for PACES Job number: FED

Department: Assessment

Date: April 2026

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	✓	
Registered and in good standing with the General Medical Council	✓	
Have the employer's permission	✓	
<i>Desirable</i> Qualification in medical education	✓	
<b>Experience and knowledge</b>		
<i>Essential</i> Must be a Fellow in good standing of one of the 3 Physician Colleges	✓	✓
Actively engaged in the training of postgraduate physician trainee doctors within the last two years	✓	✓
Established PACES examiner with experience as a Chair and/or Co-Chair at International Centres	✓	✓
Up to date with: <ul style="list-style-type: none"> <li>• Employer's equality and diversity training</li> <li>• Employer's appraisal process</li> <li>• National Guidelines</li> <li>• CPD requirements</li> </ul>	✓	
Good understanding of the principles of medical education, including knowledge-based assessments	✓	✓

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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)	✓	✓
Eligible for visa entry to all countries where the Federation currently works	✓	✓
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> Knowledge of MRCP(UK) structures and processes	✓	✓
Understanding of most recent academic developments in PACES	✓	✓
Experience in the UK, and ideally overseas, in developing and starting new PACES examination sites	✓	✓
Awareness of legal requirements relating to GDPR and the Equality Act (2010) (Reasonable Adjustment policies)	✓	✓
Experienced in chairing and managing meetings effectively	✓	✓
Has a Licence to Practise and is currently practising in a medical speciality	✓	✓
Completed MRCP(UK) Fair Assessment equality and diversity training module	✓	✓