

The Responsibilities and Duties of the Associate Medical Director for Clinical Examinations

Responsibilities

The Associate Medical Director for Clinical Examinations acts as the Chair of the MRCP(UK) Part 2 Clinical Examining Board and is responsible to the Medical Director for Assessment, The Federation of the Royal Colleges of Physicians. They will:

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

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

Be responsible, with the support of the Medical Director for Assessment, for the selection, appointment and training of board officers and the monitoring of their performance.

Act as a clinical examiner within and outwith the UK.

Work closely with the International Medical Directors for Assessment and Training, support the development worldwide of MRCP(UK) Part 2 Clinical Examination (PACES) in the context of the overall development of the MRCP(UK).

Monitor examiner performance and take action when necessary to ensure that the appropriate standards are maintained within and outwith the UK.

Be a member of the MRCP(UK) Management and Policy Board, and advise on issues that affect academic, operational, and policy matters related to the examination.

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

Be a member of Misconduct hearing panels as requested.

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

Regularly review the functions of the MRCP(UK) Part 2 Clinical 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 Clinical Examination (PACES) can be delivered effectively both within and outwith the UK.

Support MRCP(UK) Central Office and the three Colleges' examination departments in their work in developing and delivering MRCP(UK) Part 2 Clinical Examination (PACES).

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 member or fellow of one of the three Colleges, 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 and revalidation 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 CME requirements.

Time Commitment

The **Associate Medical Director for Clinical Examinations** will normally devote one session per week to Examining Board matters, of which at least two sessions per month are spent liaising with other Board Officers.

The **Associate Medical Director for Clinical Examinations** is expected to act as a clinical examiner at three UK sessions of PACES each year and at least one international session. In addition, they may also attend individual PACES centres to ensure the examination is delivered to the same standard wherever it is held.

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 though all reasonable expenses and travel costs will be met by the MRCP(UK) Central Office in line with the Federation expenses policy.

It is anticipated that approximately 44 sessions per year will be spent on all these activities.

The tenure of board appointments is three years, possibly renewable for a further two years, subject to the agreement of the Medical Director for Assessment, in order 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 Medical Director for Assessment or appropriate alternative.

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.

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

Members of MRCP(UK) Boards and Specialty Certificate Boards 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 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 or Specialty Certificate Examinations.

Assignment of copyright

I assign to the Federation of Royal Colleges of Physicians of the UK the copyright of the material that I have prepared or will in future prepare, for any part of the Examinations. I understand that where the exam is developed in partnership with a specialist society the Federation will share the copyright with the specialist society. This includes exam questions, scenarios and any other written material relating to the examinations.

I accept that the Federation may use this material in the MRCP(UK) or Specialty Certificate 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 Examinations, 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)

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