

The Responsibilities and Duties of a

Member of the MRCP(UK) Specialty Question Group (SQG) or the Specialty Certificate Question Writing Group (QWG)

Responsibilities

To generate questions for the MRCP(UK) Written Examinations or the Specialty Certificate Examinations as directed by the appropriate Examining Board.

Ensure that the academic objectives in terms of question writing and producing assessment materials for the Examination are met.

Advise the appropriate Chair on the content and development of the Examination.

Assist in any review of the question writing process to ensure that sufficient questions of quality are produced for the examination.

To keep abreast of developments in the world of medical education and medical practice ensuring that the assessment material remains up to date and relevant to the curriculum and meets the standards required by the General Medical Council (GMC).

To participate in training as required.

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.

Time Commitment

SQG meetings are held twice a year and QWG meetings are held at least once a year and more frequently as required.

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.

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

Performance Review

The Medical Director or the chair of the Specialty Question Groups or the Question Writing Group will be responsible for monitoring the performance of the groups' members

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 appropriate Chair of the Specialty Question Groups/Question Writing Group, or 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

Members of MRCP(UK) Specialty Question Groups and Specialty Certificate Question Writing Groups 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 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 _____

Print name _____

(appointee)

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