

The Responsibilities and Duties of the Chair of the MRCP(UK) Scenario Editorial Committee

Responsibilities

The Chair of the MRCP(UK) Scenario Editorial Committee is responsible to the Associate Medical Director for Clinical Examinations and will:

Have overall responsibility for the MRCP(UK) Scenario Editorial Committee to ensure that all the academic objectives are met. The Scenario Editorial Committee is responsible for approving scenarios selected for use in the forthcoming assessment period of the MRCP(UK) Part 2 Clinical Examination as well as reviewing and commissioning output from the Scenario Writing Group.

Oversee the production of Station 2 and 4 scenarios for inclusion in the MRCP(UK) Part 2 Clinical Examination working closely with the Chair of the Scenario Writing Group to ensure content is high quality, set at the right standard, and reflects the content of the curriculum for core medical training in the UK. This includes oversight of a small Core Group that meets once a year to review and approve new scenarios written by the Scenario Writing Group.

Attend and advise the MRCP(UK) Part 2 Clinical Examining Board (CEB) on the strategy the Board should adopt to ensure the MRCP(UK) Part 2 Clinical Examination can be delivered both within and outwith the UK.

Advise the Associate Medical Director for Clinical Examinations (who is the Chair of the CEB) on all academic matters relating to Station 2 and 4 scenarios to ensure the MRCP(UK) Part 2 Clinical Examination is 'fit for purpose'.

Support MRCP(UK) Central Office and the three College examinations' departments in their work in developing and delivering MRCP(UK) Part 2 Clinical 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.

Oversee appointments to the Scenario Editorial Committee with support from MRCP(UK) Central Office.

Act as a clinical examiner within and outwith the UK.

Requirements

It is a requirement for all those working with MRCP(UK) Examinations or the Specialty Certificate 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, and that they are registered and in good standing with the GMC, and hold a license to practise.

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

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

The Scenario Editorial Committee is a one-day meeting held three times a year in London, Glasgow and Edinburgh.

The Clinical Examining Board is a one-day meeting held three times a year in London, Glasgow and Edinburgh.

The Core Group is a half day meeting in London.

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.

Performance Review

The Associate Medical Director for Clinical Examinations will be responsible for monitoring the performance of the Chair of the MRCP(UK) Scenario Editorial Committee through an annual appraisal organised by the MRCP(UK) Central Office.

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 Associate Medical Director for Clinical Examinations or the Medical Director.

Copyright

All those working with the Federation are required to assign the copyright of the material to the Federation.

Participation in commercial activities

Members of MRCP(UK) Scenario Writing Group and Editorial Committee 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 _____

(appointee)

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