

The Responsibilities and Duties of the Chair of the MRCP(UK) Scenario Writing Group

Responsibilities

The Chair of the MRCP(UK) Scenario Writing Group is responsible to the Chair of the MRCP(UK) Scenario Editorial Committee (SEC) and the Chair of the Part 2 Clinical Examining Board (CEB) and will:

Have overall responsibility for the MRCP(UK) Scenario Writing Group to ensure all the academic objectives are met.

Lead discussions and oversee the peer review process at meetings to ensure the quality of scenarios is high and of an appropriate standard.

Attend meetings and participate in training as required.

Be responsible for the appointment and training of group members and monitoring their performance.

Attend SEC meetings in their capacity as Chair of the SWG. Attend SEC Core Group meetings to contribute to the evaluation of new scenarios.

Advise the Chair of the SEC on the content and development of the scenario catalogues.

Keep abreast of developments in the world of medical education and medical practice ensuring the assessment material remains up to date and relevant to the curriculum and meets the standards required by the General Medical Council.

Likely act as a clinical examiner within and outwith the UK.

Requirements

It is a requirement for all those working with MRCP(UK) Examinations:

They confirm they hold MRCP(UK) or an equivalent postgraduate diploma, they are a member or fellow of one of the three Colleges, and they are registered and in good standing with the GMC.

They confirm, as requested, 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 appointments is five years. Subject to mutual agreement with the Chair of the SEC, individual tenure may be extended by up to a maximum of five years to ensure orderly succession planning.

SWG meetings are held twice a year); one full day meeting (for which new scenarios are submitted and reviewed) and one half- day for training and development. All members are expected to attend all meetings, and to be able to take on work between the meetings.

All SWG members, and the Chair, will be required to attend on-going training as required.

Remuneration

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 Federation of the Royal Colleges of Physicians of the UK awards CPD credits for participation in scenario writing activities. For more information refer to the MRCP(UK) website.

Performance Review

The Chair of the SEC will be responsible for monitoring the performance of the SWG Chair.

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.

Participation in commercial activities

Members of the MRCP(UK) Scenario writing group 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 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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