

The responsibilities and duties of the Communications Advisor as a member of the MRCP(UK) Scenario Editorial Committee

The Communications Advisor is responsible to the Chair of the MRCP(UK) Scenario Editorial Committee and subject to the same regulations as other members.

Responsibilities:

Attend the meetings of the MRCP(UK) Scenario Editorial Committee. The Committee has one full-day meeting three times per year, held in London, Edinburgh and Glasgow.

Advise the Chair on Communication matters relating to the use of scenarios and simulated patients in the MRCP(UK) Part 2 Clinical Examination.

Take an independent overview on the general proceedings and bring an external, non-clinical viewpoint to the development of the policies and processes of MRCP(UK) examinations.

Contribute to achieving the academic objectives in terms of scenario review specifically through providing advice on the assessment of communication skills.

Provide additional independent input into the external quality assurance of delivery of the MRCP(UK) Part 2 Clinical Examination.

Support the officers of MRCP(UK) in delivering the examinations and meeting the requirements set by the regulatory body the General Medical Council.

Support the MRCP(UK) Central Office and the College Examination Departments on the delivery of the examinations, including reviewing documents and providing specific advice on Communication matters.

Requirements:

The Communications Advisor should provide a current CV, including relevant experience and interests, with a specific emphasis on Communications work.

The Communications Advisor is invited to participate in an induction day, complete equality and diversity training, and may be asked to attend other relevant training

The Communications Advisor should be prepared to travel to London, Edinburgh and Glasgow to attend meetings.

Desirable skills and experience:

Experience in a Communications Consultant or Advisory role

Experience of participating in board or committee meetings

Understanding of organisational governance

Ability to think strategically

Good independent judgement

Ability to digest and analyse papers and statistical data

Time Commitment:

The Communications Advisor will remain on the Committee for 5 years.

The Communications Advisor is expected to attend a minimum of two meetings per year. Attendance will be monitored and members may be asked to stand down if they fail to attend regularly.

Remuneration:

This is a non-salaried, voluntary position though reasonable expenses and travel costs will be met by the MRCP(UK) Central Office in line with the Federation expenses policy.

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 Medical Director.

Copyright:

Although the following statements are unlikely to apply to the work of the Communications Advisor 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

MRCP(UK) Officers 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.

Assignment of copyright

I assign to the Federation of Royal Colleges of Physicians of the UK the copyright of the material which I have prepared or will in future prepare, for any part of the MRCP(UK) Examination or Specialty Certificate Examinations. This includes questions for the MRCP(UK) Part 1 and Part 2 Written Papers, scenarios for the MRCP(UK) Part 2 Clinical Examination (PACES) and the any of the Specialty Certificate Examinations.

I accept that the Federation may use this material in the MRCP(UK) 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 Examination and 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
(Appointee)

Date

Print Name

MRCP(UK) Central Office
11 St Andrew's Place
Regent's Park London NW1 4LE
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