

Job description

Job title: ARCP External Assessor, Federation

Post number: **FED040**

Department: The Federation of the Royal Colleges of Physicians of the United Kingdom

Job context: The Federation of the Royal Colleges of Physicians of the United Kingdom is a collaboration, based on a Memorandum of Agreement, between the three UK Royal Colleges of Physicians: The Royal College of Physicians, The Royal College of Physicians of Edinburgh, and The Royal College of Physicians and Surgeons of Glasgow, by which the colleges deliver their responsibilities in the three fields of Training, Assessment, and Continuing Professional Development.

Policy and strategy with regard to the functions of the Federation are determined by the three colleges, via the Board of the Federation, and the Federation is responsible and accountable to the Board of the Federation, and thereby to the three colleges, for its functions.

The Federation discharges its role in specialist medical training through the Joint Royal Colleges of Physicians Training Board (JRCPTB), and its role in Continuing Professional Development (CPD) through its CPD arm. The three colleges deliver education and CPD; the Federation, through its Division for Training and Development and its CPD arm, helps to coordinate some of these activities.

The Federation discharges its role in assessment and examinations through the MRCP(UK) division. The assessments it delivers include the three parts of the MRCP(UK) Diploma and the 11 Specialty Certificate Examinations (SCEs), two of which are harmonised European examinations.

The Federation of the Royal College of Physicians is committed to ensuring a diverse workforce and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status or pregnancy and maternity.

Purpose and scope:

The ARCP external assessor will work with the International Medical and Deputy Medical Directors in or Training & Development overseeing ARCPs for the Federation's international Internal Medicine Training programme partner sites.

The External Assessor will be appointed for a period of up to three years in the first instance, with the possibility of further extension. However, the Federation reserves the right to alter the post, including its tenure, in line with changing organisational needs, whenever it considers this necessary, with a three-month period of notice.

Reports to:

International Medical Director for Training & Development

Direct reports:

N/A

Works closely with:

Deputy International Medical Director for Training & Development

Medical Director & Deputy/Associate Medical Director for Training & Development

International Medical Director for PACES

Heads of Schools of Medicine

Presidents, Vice Presidents and CEOs of the three Physician Royal Colleges

Key non-medical staff within Federation

Major responsibilities:

The External Assessor will:

- Work closely with the International Medical and Deputy Medical Directors in overseeing ARCPs for the Federation's Internal Medicine Training programme international partner sites.
- Work with Federation clinical leadership and administrative staff to ensure that the standard of training, curriculum coverage, and capability acquisition meets the requirements for the programme.
- Ensure that ARCPs on international partner sites are run fairly, robustly, and at a standard that at least meets those in the UK.
- Assist the International Medical and Deputy Medical Director in a cycle of visits at the international partner sites.
- Analyse the survey results from international partner sites.
- Support partner sites in on-going programme development.
- Participate in the annual review event.
- Attend other meetings and act as a representative for Federation when requested.

Terms and conditions

Requirements

The appointee must be an MRCP (UK) holder, a Fellow of one of the three Physician Colleges, be on the GMC specialist register and be of good standing. Any issues likely to compromise this status must be reported immediately to the Chair of the Federation Board. The appointee should confirm that they are up to date with their employer's equality and diversity training, and with their employer's appraisal process.

It is preferred that the post holder be in active clinical practice with a current licence to practise, and have sought permission from their employer.

The post holder should be up to date as appropriate with CPD requirements and relevant national guidelines.

The post holder must have thorough and up to date knowledge and understanding of all aspects of the UK medical training and assessment, preferably gained through active involvement in college, national, or Deanery committees.

Tenure

The post is offered on an initial three-year term. Subject to satisfactory performance, as agreed by the CEO and Federation Board Chair, the post may be offered for a second term of up to three years by mutual agreement. A two-term appointment is the maximum term that can be served.

Time Commitment

The role will require international travel to attend ARCPs and accreditation visits at partner sites.

This is a non-salaried position, though all reasonable expenses and travel costs will be met by the Federation in line with the Federation travel policy and expenses policy.

Conflict of Interest

Should a conflict of interest or potential conflict of interest arise it is the responsibility of the individual to inform the Federation Board immediately.

Confidentiality

The work of the Federation is highly sensitive, and it is the responsibility of those working on the development and delivery of training to ensure that the confidentiality of candidate information and training data is respected at all times. Participation in any external commercial enterprise related to the MRCP(UK) or Specialty Certificate Examinations, without express permission from the Federation, is not allowed.

Copyright

All those working with the Federation are required to assign the copyright of any material produced during the course of, or as a result of, their appointment, to the Federation. Where the Specialty Certificate Examinations are developed in partnership with a Specialist Society the Federation may share the copyright with that Specialty Society.

Federation Offices

The offices of the Federation are currently located at House 11, 5 St Andrews Place, Regent's Park, London NW1 4LE.

Person specification

Position: ARCP External Assessor

Job number: FED050

Department: Federation

Date: October 2026

Key Skills and Experience	Application	Interview
<i>Essential</i>		
Holds MRCP(UK) or an equivalent postgraduate diploma	✓	✓
Maintains a connection to one of the Royal Colleges of Physicians of the UK as either: - a Fellow in good standing or - as a Collegiate Member on the GMC Specialist Register in a current substantive consultant post in the United Kingdom	✓	✓
Be registered with the GMC and in good standing with a license to practice, or the regulatory equivalent in the country of practice.	✓	✓
Actively involved in physician education and training in the past two years, including experience chairing ARCP panels.	✓	✓
Working in clinical practice as a physician in a recognised medical specialty in an institution in which doctors in training are employed, or have done so within the past two years.	✓	✓
Doctors with a GMC license to practice, and that participate in revalidation, including annual appraisal covering the totality of their practice, and adhere to CPD requirements	✓	✓
Undertaken a senior educational leadership role for a college or deanery	✓	✓
Eligible for visa entry to all countries where the Federation currently works	✓	✓
<i>Desirable</i>		
Experience as an international MRCP(UK) PACES examiner	✓	✓
Leadership of an IMT programme	✓	✓

Implemented training programme improvements	✓	✓
Has a Licence to Practise	✓	✓