



Vacancy: Medical Secretary of the MRCP(UK) Part 1 Examining Board

The Federation of the Royal Colleges of Physicians of the UK is seeking to appoint a new Medical Secretary for the MRCP(UK) Part 1 Examining Board.

The Federation of the Royal College of Physicians is committed to ensuring a diverse workforce and positively encourages applications for suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status or pregnancy and maternity. Applications are welcomed from those employed in less than full time posts. The possibility of a job share can be discussed.

The successful applicant will support the Chair of the Examining Board and the Associate Medical Director (AMD) for Written Examinations in running the MRCP(UK) Part 1 Examination to ensure that all academic objectives are met; assist the Chair in ensuring that the MRCP(UK) Part 1 Examination meets the standards set by the General Medical Council (GMC); lead on preparation of examination papers; be responsible for the production and accuracy of all documentary and regulatory matters relating to the MRCP(UK) Part 1 Examination; assist the Chair in advising the MRCP(UK) Management and Policy Board on policy and academic matters relating to the MRCP(UK) Part 1 Examination; deputise for the Chair as appropriate; support MRCP(UK) Central Office in the development and delivery of the MRCP(UK) Part 1 Examination, including advising on appeals, misconduct, and reasonable adjustments.

A full list of the post's responsibilities is set out in the job description and person specification. In addition, a copy of the remit and responsibilities of the examining board can be found on the MRCP(UK) website.

Applicants should meet the following criteria to be eligible to apply:

- Hold the MRCP(UK) or an equivalent postgraduate diploma.
- Be a fellow of one of the three colleges and be registered and in good standing with the GMC.
- Have a current licence to practise.
- Be actively engaged in the training of junior doctors within the last two years.
- Be up to date as appropriate with relevant national guidelines, CPD requirements, employer's equality and diversity training and appraisal process.
- Have knowledge and experience(s) appropriate to this post.
- Have their employer's permission.

The tenure of board appointments is three years in the first instance. Subject to the agreement of the Medical Director for Assessment and the Federation Executive Medical Director, individual tenure may be extended for a second term up to a maximum of three years thereafter.

The Medical Secretary of the MRCP(UK) Part 1 Examining Board will normally devote one session per week to Examining Board matters. It is anticipated that approximately 40 sessions per year will be spent on these activities. The Federation agrees to reimburse the employing



Trust or Board for the appointee's salary and associated costs. These are paid at a pro rata rate of the standard 10 PA consultant contract.

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 travel and expenses policy.

Applications for the post, including a CV and one-page covering letter outlining your suitability for the post should be submitted to Dr Benjamin Gillon (policy.officer@mrcpuk.org)

Interviews will take place remotely and further information about the date will be provided in due course.

The successful applicant would ideally be able to attend the meeting of the Part 1 Examining Board taking place on MS Teams on 5th/6th June 2025 before formal take-up of the role from 20/21st November 2025.



Job Description

Job Title	Medical Secretary of the MRCP(UK) Part 1 Examining Board
Department	The Federation of the Royal Colleges of Physicians of the UK
Job context	<p>The Federation of the Royal Colleges of Physicians of the United Kingdom is a partnership, based on a Memorandum of Understanding, between the three Royal Colleges of Physicians of London, Edinburgh, and Glasgow by which the colleges deliver their responsibilities in the three fields of Training, Assessment, and Continuing Professional Development.</p> <p>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.</p> <p>The Federation discharges its role in internal medicine and specialist medical training through the Joint Royal Colleges of Physicians Training Board (JRCPTB), and its role in Continuing Professional Development (CPD) through its CPD department.</p> <p>The Federation discharges its role in assessment and examinations through the assessment department. This includes the MRCP(UK) Diploma and the 11 Specialty Certificate Examinations (SCEs).</p>
Equal Opportunity Statement	The Federation of the Royal College of Physicians is committed to ensuring a diverse workforce and positively encourages applications for suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status or pregnancy and maternity. Applications are welcomed from those employed in less than full time posts. The possibility of a job share can be discussed.
Purpose and scope	<p>The MRCP(UK) Part 1 Examining Board is responsible for the development and delivery of the examination in accordance with GMC standards.</p> <p>The Medical Secretary provides support to the Chair in ensuring that the academic objectives of the examination are met. They will be responsible for the production and accuracy of all documentary and regulatory matters relating to the examination. They will work with MRCP(UK) staff to select questions and prepare the examination papers.</p>

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	<p>The Medical Secretary will be appointed for a period of three years in the first instance, subject to satisfactory performance in the role, with the possibility of a further extension of up to three years. The Federation reserves the right to alter the post, including its tenure, whenever it considers this practicable, with a three-month period of notice.</p>
Reports to	Chair of the MRCP(UK) Part 1 Examining Board
Direct reports	N/A
Works closely with	<p>Chair of the MRCP(UK) Part 1 Examining Board</p> <p>Associate Medical Director for Written Examinations</p> <p>Medical Director for Assessment</p> <p>Members of the Part 1 Examining Board</p> <p>Head of Assessment Quality</p> <p>MRCP(UK) Policy Team</p> <p>MRCP(UK) Question Bank Manager and Non-Medical Editors</p> <p>Federation Committee Services Team</p>
Major responsibilities	<p>The Medical Secretary of the MRCP(UK) Part 1 Examining Board will be responsible for:</p> <ul style="list-style-type: none"> • Supporting the Chair in running the examination to ensure that all academic objectives and the standards set by the General Medical Council are met. • Preparing the examination paper: <ul style="list-style-type: none"> ○ Working with the Question Bank team to select and scrutinise questions ahead of examining board meetings. ○ Recording all decisions made during examining board meetings covering acceptances, replacements, swaps, and rejections of questions. ○ Working with the Chair to assist with the preparation of draft and final versions of the paper. • The production and accuracy of all documentary and regulatory matters relating to the examination.



	<ul style="list-style-type: none"> • Assisting the Chair in advising the MRCP(UK) Management and Policy Board on academic matters relating to the examination. • Supporting the Chair in reviewing appeals from candidates and misconduct cases. • Advising on the appointment of board members. • Attending the Standard Setting Group. • Supporting MRCP(UK) in the development and delivery of the examination. • Deputising for the Chair as required.
<p>Terms and conditions</p>	
<p>Requirements</p>	
<p>The appointee must be an MRCP (UK) holder, a Fellow of one of the three Royal Colleges of Physicians, be on the GMC specialist register and be of good standing. Any issues likely to compromise this status must be reported immediately to the Associate Medical Director for Written Examinations. 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. They should have their employer’s permission.</p> <p>The post holder will be in active clinical practice with a current licence to practise.</p> <p>The post holder should have been actively engaged in the training of junior doctors within the last two years and be up to date as appropriate with CPD requirements and relevant national guidelines.</p> <p>The post holder must have thorough and up to date knowledge and understanding of all aspects of the assessment of postgraduate physician training.</p>	
<p>Time commitment</p>	
<p>The Medical Secretary of the Examining Board is expected to commit 1 session per week to work on the examination and attend the meetings of the Examining Board (3 per year). The meetings will be a combination of hybrid and virtual format.</p> <p>The Federation agrees to reimburse the employing Trust or Board for the equivalent of one PA of the appointee's salary and associated costs. These are paid at a <i>pro rata</i> rate of the standard 10 PA consultant contract. Additional PAs, Merit awards and points are excluded from the calculation. Employers pension contribution and national insurance are included.</p> <p>As outlined in the Agreement with the appointee and their employing Trust, no part of this forms any contract of employment under the terms of the Employment Rights Act 1996 (as amended). This is a non-salaried position, but all reasonable expenses and travel costs will be met by the MRCP(UK) Central Office in line with the Federation Expenses policy.</p> <p>The appointment is for three years, subject to satisfactory performance. The appointment may be extended beyond the three-year term for a maximum of three further years subject to</p>	



agreement with the MRCP(UK) Medical Director and the Executive Medical Director of the Federation.

Performance review

The Federation will record performance in discharging the responsibilities and duties described in an annual appraisal, carried out by the Chair of the Examining Board.

Conflict of interest

Should a conflict of interests or potential conflict of interests arise it is the responsibility of the individual to inform the Chair of the Examining Board or the Associate Medical Director for Written Examinations.

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.

Copyright

All those working with the Federation are required to assign the copyright of all materials used and produced to the Federation. Those involved in the development of examination content are not permitted to participate in commercial activities for a period of three years after demitting from their role.

Location

The offices of the Federation are currently located at 11 St Andrews Place, London, NW1 4LE. The majority of the Part 1 Examining Board's work will be carried out in a virtual or hybrid format.



Person specification

Position: Medical Secretary of the MRCP(UK) Part 1 Examining Board

Department: Assessment

Date: December 2024

General and professional education	Application	Interview
<i>Essential</i> Holds MRCP(UK) or an equivalent postgraduate diploma	✓	
Is a Fellow of one of the three Royal Colleges of Physicians of the UK, and is in good standing with the college	✓	
Has a Licence to Practise and is currently practising in a medical specialty	✓	
Registered and in good standing with the General Medical Council	✓	
Have the employer's permission	✓	
<i>Desirable</i> Qualification in medical education	✓	
Experience and knowledge		
<i>Essential</i> Actively engaged in the training of postgraduate physician trainee doctors within the last two years	✓	
Up to date with: <ul style="list-style-type: none"> • Employer's equality and diversity training • Employer's appraisal process • National Guidelines • CPD requirements 	✓	
Good understanding of the principles of medical education, particularly knowledge-based assessments	✓	✓
Previous experience of MRCP(UK) board membership for postgraduate examinations	✓	✓



Understanding of quality assurance processes for examinations (e.g., question performance)	✓	✓
Understanding of standard setting methodology for knowledge-based assessments (e.g., Angoff/Hofstee process, test equating)	✓	✓
Understanding of effective people management to support change initiatives and drive performance	✓	✓
<i>Desirable</i>		
Knowledge of MRCP(UK) structures and processes	✓	✓
Understanding of most recent academic developments in postgraduate examinations	✓	✓
Awareness of technology used in development and delivery of examinations	✓	✓
Awareness of legal requirements relating to GDPR and the Equality Act (2010) (Reasonable Adjustment policies)	✓	✓
Completed MRCP(UK) Fair Assessment equality and diversity training module	✓	✓