Vacancy: Board Secretary of the Respiratory Medicine Specialty Certificate Examining Board

The British Thoracic Society and the Federation of the Royal Colleges of Physicians of the UK are seeking to appoint a Board Secretary of the SCE Respiratory Medicine Examining Board.

The successful applicant will assist the Chair in the running of the SCE to ensure that all academic objectives and standards set by the General Medical Council are met; attend annual meetings of the Board, convened to set examination papers; review candidate performance in the most recent diet; assist with the development of the SCE; act on the advice of the MRCP(UK) Management and Policy Board and Examining Boards on policy and academic matters relating to the Examinations; and support MRCP(UK) Central Office on the delivery of the Examinations.

A full list of the post's responsibilities is set out in: The *Responsibilities and Duties of Members of the Part 1, Part 2 and Specialty Certificate Examining Boards*. In addition a copy of the remit and responsibilities of the examining board can be found on the federation website.

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

- **hold the MRCP(UK) or an equivalent postgraduate diploma**
- **be practising as a specialist in Respiratory Medicine, and a member or fellow of one of the three Colleges**
- **be registered with a licence to practise and in good standing on the GMC specialist register**
- **be actively engaged in the training of junior doctors in the UK (or 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**
- **experience of the exam process (Question writing group or Standard Setting Group) would be an advantage**

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

The tenure of board appointments is three years, with the opportunity to undertake a second term by mutual agreement with the Chair. Successful applicants are required to attend the meeting of the Respiratory Medicine Specialty Certificate Examining Board which will either be held on Teams or at The Royal College of Physicians. This is subject to regular attendance at meetings and remaining in good standing with the GMC as these will be monitored.

Applications for the post should be submitted to mrcpexamboards@thefederation.uk. This should include the following documents:

- **CV – including contact details, current position, GMC number and College membership**
- **Covering letter – outlining your suitability for the role and demonstrating how you meet the eligibility criteria outlined above**

All applications will be considered by the Associate Medical Director and the Chair of the Respiratory Medicine Examining Board.