



ROYAL COLLEGE OF  
PHYSICIANS OF EDINBURGH



ROYAL COLLEGE OF  
PHYSICIANS AND SURGEONS  
OF GLASGOW



ROYAL COLLEGE OF  
PHYSICIANS OF LONDON

## **The Responsibilities and Duties of the International Associate Medical Director, MRCP(UK) Examinations and Central Office**

### **The International Associate Medical Director is responsible to the MRCP(UK) Medical Director**

Responsible for setting the International Strategy for exams and developing and maintaining productive relationships with partners, hosts and other organizations including the British Council and Pearson Vue, outwith the UK involved in the delivery of the MRCP(UK) Diploma and the Specialist Certificate Examinations

Responsible, with the support of Central Office, for the negotiation and documentation of agreements with Hosts and Centres for the delivery of all examinations, including the MRCP(UK) Part 1 and 2 written examinations, the MRCP(UK) Part 2 Clinical Examination (PACES) and the Specialist Certificate Examinations delivered by Computer Based Testing (CBT)

Responsible for building relationships with the medical establishment in those countries where the MRCP(UK) and the Specialty Certificate Examinations could be delivered

Ensuring that the MRCP(UK) written examinations and the Part 2 Clinical Examination (PACES) are delivered to a high standard outside the UK

Be a member of the MRCP(UK) Management Board, the Clinical Examining Board and other Boards as required by the Medical Director

Reporting to the MRCP(UK) Medical Director, and working in close liaison with the MRCP(UK) Examining Board Chairs

### **Requirements**

It is a requirement for all those working with MRCP(UK) examinations that they confirm that they are an MRCP(UK) holder, a Member or Fellow of one of the three Colleges, and that they are registered and in good standing on the GMC specialist register

That they confirm as requested that 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 CME requirements

### **Time Commitment**

The International Associate Medical Director will normally devote one session per week to International business and will be expected to travel on behalf of exams at least four times a year to work with overseas partners to develop strong relationships across the world

The Federation agrees to reimburse The Trust annually for the appointee's salary and associated costs, including any increased costs arising from any pay awards to the appointee's salary due during the period of the Agreement

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 though all reasonable expenses and travel costs will be met by the MRCP(UK) Central Office in line with the Federation Expenses policy

It is anticipated that approximately 40 sessions per year will be spent on all these activities

Board appointments are normally for five years and can be extended as agreed with the Medical Director

### **Performance Review**

The Federation will record performance in discharging the responsibilities and duties described in an annual appraisal

### **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 interests or potential conflict of interests arise it is the responsibility of the individual to inform the Medical Director

**Copyright**

All those working with the Federation are required to assign the copyright of the material to the Federation. And where the Specialty Certificate Examinations are developed in partnership with a Specialist Society the Federation may share the copyright