



Vetting Pool Criteria and Responsibilities

Essential Criteria for all Vetting Pools

- Be a current compliant and active MRCP(UK) examiner, meeting all examiner eligibility criteria.
- A Fellow of RCPE in good standing.
- Experience of hosting or chairing.

Responsibilities and Duties for all Vetting Pools

- To be responsible to Dean of Examinations, RCPE.
- Be available to attend an online induction event and annual vetting pool meeting to discuss issues and share best practice.
- Should a conflict of interest(s) or potential conflict of interest(s) arise, it is the responsibility of the individual to inform the current RCPE Dean of Examinations.
- Be readily available throughout the year to support each examination diet; 3 diets per year.
- It is the responsibility of those working on the development of PACES, to ensure that the confidentiality of highly sensitive candidate and examiner information, examination results and examination material, is always respected.

1. Consultation Scenario Station 2 and Station 5 Vetting Pool

Consultation Scenario Specific Criteria:

- Current, active Examiner with a minimum of 5 years' experience hosting or chairing PACES.
- Members should expect approximately 5 scenarios to vet each diet.
- Have an interest in developing and improving the delivery of Station 2 and 5 clinical consultation scenarios.
- Have a keen eye for detail and an interest in reviewing and adjusting scenarios, according to the available guidance.
- Good communication skills and confidence using email and Microsoft Word features such as, track changes and comments. Responding quickly to requests from the RCPE Examinations administrative Team supporting Station 2 and 5 scenarios.
- Have experience in assessment and training of core medical trainees (or equivalent).
- Have experience hosting PACES exams and working with Station 2 and 5 scenarios, particularly in writing appropriate scenarios and finding patients suitable for Station 2 and 5.

Consultation Scenario Specific Responsibilities:

- To work alongside RCPE Examinations Team and host centres, to ensure that individual scenarios are high quality and meet the appropriate standard.
- To work with the Station 2 and 5 Administrative Team in developing and delivering scenarios.
- To propose, consider and decide on relevant changes to the functions of the vetting group to ensure the PACES Station 2 and 5 scenarios can continue to be delivered.
- To propose, consider and decide on relevant changes to the Station 2 and 5 scenario template.
- To attend the annual Station 2 and 5 vetting group meeting.



2. Enhanced Feedback Vetting Pool

Enhanced Feedback Specific Criteria:

- Current, active Examiner with a minimum of 5 years' experience hosting or chairing PACES.
- Members should expect at least 3 requests for advance feedback per diet (this is variable).
- Good communication skills and confidence using email when dealing with requests for feedback, sent from the RCPE Examinations Team. In addition, good working knowledge of Microsoft features such as Microsoft Word and where appropriate, confident use of dictation software.

Enhanced Feedback Specific Responsibilities:

- To propose and consider relevant changes to the functions of the enhanced feedback group to ensure that unsuccessful candidates receive appropriate support where required.
- To attend the annual Enhanced Feedback vetting group meeting.

3. New Examiner Application (PACES) Vetting Pool

New Examiner Application Specific Criteria:

- Current, active Examiner with a minimum of 10 years' experience hosting or chairing PACES.
- Members should expect approximately 15 applications per year.
- Good communication skills and confidence using email to deal promptly with new examiner applications, sent via email from the RCPE Examinations administrative Team.
- Attention to detail.

New Examiner Application Specific Responsibilities:

- To assist in maintaining the appointment of high calibre examiners for RCPE.
- To propose, consider and decide on relevant changes to the functions of the vetting group to ensure high quality examinations.
- To attend the annual New Examiner Application vetting group meeting.