

## Royal College of Physicians of Edinburgh

### Director of Examinations

#### Job description and application process for the Office Bearer

The Director of Examinations is an important post for the College, and carries Office Bearer and Trustee status. It provides a superb opportunity for a Fellow of the College with a background and interest in assessment and training, and particularly summative postgraduate written and clinical examinations, to contribute to the work of the College in the UK and globally.

The College provides the international MRCP(UK) examinations in partnership with the Royal College of Physicians of London and the Royal College of Physicians and Surgeons of Glasgow through the body known as the Federation of UK Royal Colleges of Physicians. Over 25,000 attempts are made at these examinations each year, in the UK and around the world. Details of the examinations provided can be seen at [MRCP\(UK\)](#)

Operational and academic governance and responsibility for the delivery for all examinations is based with the Federation. The only exception to this is the PACES clinical skills examination in the UK – which the RCP Edinburgh has operational responsibility for delivering alongside other UK Colleges.

College departments are directed by an Office Bearer (Fellow of the College). The Director of Examinations will work with the Examinations Team, led by the Examinations Manager, working with the Head of Education, Training and Assessment (ETA) who reports to the College Chief Executive Officer.

The Director of Examinations is the Office Bearer with responsibility for the direction of the Examinations Department. He/she is assisted by the operational team and the Lothian PACES Co-ordinator. The Director of Examinations must not only support the Examinations Department with the delivery of RCPE UK PACES places, but also represent the College in Federation matters relating to the examinations. This post is for 3 years with an annual review.

UK PACES exam delivery requires continuous consideration of venues, recruitment, support of host examiners and recruitment/support of PACES examiners. The College must also identify suitable examiners to represent the College at international PACES centres, ensuring diversity of representation at all times.

Decisions often need to be made at short notice so an ability to digest large amounts of information in a short space of time and make decisions is essential. The Director of Examinations reports to the President of the College, and to the Council of the College, providing regular updates to Council on issues relating to the MRCP(UK) examinations.

## Specific Responsibilities

The Director of Examinations is responsible for the efficient and effective running of College examinations. The Edinburgh examinations team has no direct involvement in the delivery of the SCEs. Together with the Head of Department, the Director of Examinations is responsible for:

- Working with the Examinations Team in support of UK PACES delivery
- Being the first point of contact for the Examinations Team for clinical guidance
- Lead work on recruiting and supporting PACES examiners
- Leading the College Committee on Examinations (CCOE)
- Participating in MRCP(UK) Admission Ceremonies (minimum of 3 annually)
- Representing RCPE as a main point of contact with UK hosts and centres
- Promoting RCPE and support examiner training and recruitment
- Working with and guide the Lothian PACES Co-ordinator

In addition to departmental responsibilities the Director of Examinations is also:

- A member of Council (meets at least 5 times a year)
- Chair of the College Committee on Examinations
- College representative on MRCP(UK) Management and Policy Board
- Medical representative of the College team at Federation meetings
- College representative on the MRCP(UK) Clinical Examining Board (3 meetings per year) and works closely with the Chairs of the MRCP(UK) Part 1 and Part 2 Boards, Heads of Examinations of the other Royal Colleges, the Medical Director of MRCP(UK) and MRCP(UK) Central Office
- College representative on other inter-collegiate working parties relating to examinations
- A participant in annual Regional Advisors' meetings and ad hoc UK & International Regional Advisers' meetings as required

## Person Specification

Essential	Desirable
<ul style="list-style-type: none"> <li>• College Fellow in good standing.</li> <li>• Be an experienced PACES Examiner.</li> <li>• Have knowledge, understanding and experience of the MRCP(UK) Examination as a whole.</li> <li>• Have an understanding of and interest in the broader work of the College.</li> </ul>	<ul style="list-style-type: none"> <li>• Have experience of examining in international centres</li> <li>• Be an experienced PACES host examiner</li> <li>• Have an understanding of the key current issues in postgraduate medical education and training in the UK.</li> <li>• Have experience of working in committees shared by 2 or more organisations</li> <li>• Have an appreciation of the academic, political and strategic challenges which are likely to confront the MRCP(UK) Examination in the next three years.</li> </ul>

The role can be undertaken from outside Edinburgh providing the post holder is an effective user of IT and Communications technology. The post holder should be able to travel to Edinburgh to participate in MRCP(UK) Admission Ceremonies (at least three per year).

Much of the work can be pre-planned to fit with other commitments. As an indication, an average of 2-4 days equivalent time a month would cover all responsibilities. The post is not remunerated.

### **Application process**

Informal enquiries should be directed to Louise Thompson, Examinations Manager [l.thompson@rcpe.ac.uk](mailto:l.thompson@rcpe.ac.uk) or to the current Director of Examinations Dr Rod Harvey [roderick.harvey@nhs.scot](mailto:roderick.harvey@nhs.scot) .

Formal expressions of interest, stating why you are interested in the role and what you would bring to it, accompanied by a short CV should be emailed to Louise Thompson by **14<sup>th</sup> April 2023**. In line with our policy on equality and diversity we ask applicants to complete an Equality & Diversity Monitoring form.