

The Responsibilities and Duties of the Medical Secretary of the MRCP(UK) Part 1/2 Examining Board

Responsibilities

The Medical Secretary of the of the MRCP(UK) Part 1/2 Examining Board will:

Provide support to the Chair in running the MRCP(UK) Part 1/2 Examination to ensure that all academic objectives are met.

Assist the Chair in ensuring that the MRCP(UK) Part 1/2 Written Examination meets the standards set by the regulatory body the General Medical Council (GMC).

Assist in the further development of the MRCP(UK) Part 1/2 Examination worldwide.

Be responsible for the production and accuracy of all documentary and Regulatory matters relating to the MRCP(UK) Part 1/2 Examination.

Assist the Chair in advising the MRCP(UK) Management Board on policy and academic matters relating to the MRCP(UK) Part 1/2 Examination.

May also be nominated as the representative on other MRCP(UK) Committees such as the Part 1/2 Standard Setting Advisory Group and the MRCP(UK) Academic, Quality Management and Research Committee Group.

Deputise for the Chair as required on Misconduct panels.

Support the MRCP(UK) and College Examination Departments in the development and delivery of the MRCP(UK) Part 1/2 Examination.

With the Medical Director of the MRCP(UK) and Chair of the MRCP(UK) Part 1/2 Examining Board, advise on the appointment of Board members.

With the Chair, review the functions of the MRCP(UK) Part 1/2 Examining Board, advising the Chair on the strategy the Board should adopt to ensure that the MRCP(UK) Part 1/2 Examination can be delivered both within and outside the UK.

Requirements

It is a requirement for all those working with MRCP(UK) examinations that:

They confirm that they hold MRCP(UK) or an equivalent postgraduate diploma, that they are a member or fellow of one of the three Colleges, and that they are registered and in good standing with the GMC.

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 with as appropriate with National Guidelines, and CPD requirements.

Time Commitment

The MRCP(UK) Part 1/2 Examining Board meets three times a year (normally February/March, May/June, October/November).

The Medical Secretary of the MRCP(UK) Part 1/2 Examining Board will normally devote one session per week to Examination Board matters of which at least two sessions per month are spent liaising with other Board Officers and exams staff.

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 these activities including test production, question writing, exam compilation, reviewing questions and blueprinting

The tenure of board appointments is five years. Subject to the agreement of the Associate Medical Director for Written Examinations, individual tenure may be extended by up to a maximum of five years to ensure orderly succession planning.

Performance Review

The Chair of the Board will be responsible for monitoring the performance of all members of the Examining Board.

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 interest or potential conflict of interests arise it is the responsibility of the individual to inform the appropriate Board Chair or Medical Director.

Copyright

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

Participation in commercial activities

MRCP(UK) Board officers may not take part in commercially run courses.

Nor may they write or contribute to non-College books or other materials such as CD-Roms or to re-edit or revise existing texts or other publications whose specific purpose is to help candidates prepare for any or all parts of the MRCP(UK) Examination.

Assignment of copyright

I assign to the Federation of Royal Colleges of Physicians of the UK the copyright of the material which I have prepared or will in future prepare, for any part of the MRCP(UK) Examination or Specialty Certificate Examinations. This includes questions for the MRCP(UK) Part 1 and Part 2 Written Papers, scenarios for the MRCP(UK) Part 2 Clinical Examination (PACES) and the any of the Specialty Certificate Examinations.

I accept that the Federation may use this material in the MRCP(UK) Examinations, and may also may publish it, as it sees fit, without any payment to me.

At all times, and to the best of my knowledge, any material I submit will have been prepared for use in the MRCP(UK) or Specialty Certificate Examination and will not have been published previously, and is not the intellectual property of anyone else.

I undertake not to publish, independently of the Federation, any material which I have prepared for the MRCP (UK) Examination, or which I have reviewed through my work for the MRCP (UK) Examination.

I hereby acknowledge my acceptance of the duties and responsibilities, my acceptance of the restrictions on commercial activities and the assignment of copyright.

Signature _____ Date _____

(Appointee)

MRCP(UK)
11 St Andrew's Place
Regent's Park
London NW1 4LE
Telephone: +44 (0)20 3075 1248
Fax: +44 (0)20 7486 5864

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