

## Responsibilities and Duties of the MRCP(UK) International Associate Medical Director

The International Associate Medical Director is accountable to the MRCP(UK) Medical Director, and will be responsible for:

- Developing and delivering the International Strategy for the MRCP(UK) Diploma and the Specialty Certificate Examinations
- Expanding the international markets for these examinations by:
  - increasing PACES capacity in existing international centres
  - introducing new PACES centres to countries where MRCP(UK) already has a presence
  - ensuring access to Part 1 and Part 2 matches international demand
  - adopting a vigorously proactive approach to the promotion of the SCE examinations
  - building relationships with medical communities in countries where the examinations are not currently delivered
  - exploring demand and opportunities for conjoint qualifications
- Strengthening relationships with established international MRCP(UK) centres and PACES host examiners to ensure that examination delivery is of the highest standard
- Exploring the development of combined training and assessment packages that can be exported to other medical systems in collaboration with the Joint Royal Colleges of Physicians Training Board
- Extending the international influence of the Federation of UK Royal Colleges of Physicians through these activities
- Supporting the operational and strategic work of the MRCP(UK) Central Office International team and associated teams in the other Federation Colleges.

The appointee will be a member of the MRCP(UK) Management Board, the Academic, Quality Management and Research Committee, the Clinical Examining Board and other Boards or Committees as required by the Medical Director.

The International Associate Medical Director will join a team of three other Associate Medical Directors (Quality, Written Examinations and Clinical Examinations).

### Requirements

#### Essential

- MRCP(UK) holder;
- Fellow of one of the three Colleges;
- registered, with a licence to practise and in good standing with the GMC;
- subject to annual appraisal in their clinical role;
- actively engaged in the training of junior doctors within the last two years;
- up to date as appropriate with relevant National Guidelines, and CME requirements;
- up to date with Equality and Diversity training;

- experienced PACES examiner;
- strong written and interpersonal communication skills.

#### Desirable

- experience as a PACES host examiner;
- existing knowledge of MRCP(UK) structure and processes;
- a strong background in, and knowledge of, UK postgraduate training in medicine.

#### Time Commitment

The International Associate Medical Director is expected to commit one session per week. The International Associate Medical Director will be expected to travel internationally on behalf of MRCP(UK) at least four times a year and attend the following meetings:

- MRCP(UK) Management Board (meets for half a day four times per year);
- Academic, Quality Management and Research Committee (AQMRC) (meets for half a day four times per year);
- Clinical Examining Board (meets for a full day three times per year).

The Federation agrees to reimburse the employing Trust or Board 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 but all reasonable expenses and travel costs will be met by the MRCP(UK) Central Office in line with the Federation Expenses policy.

The appointment is for five years and may be extended subject to agreement 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.