

## The Responsibilities and Duties of Members of the MRCP(UK) Scenario Writing Group

### Responsibilities

Generate station 2 and 4 scenarios for the MRCP(UK) PACES Examination as directed by the Chair of the SWG and the MRCP(UK) Scenarios Editorial Committee (SEC).

Ensure the academic objectives in terms of scenario writing and producing assessment materials for the Examination are met.

Assist in any review of the scenario writing process to ensure sufficient scenarios of quality are produced for the examination.

To keep abreast of developments in the world of medical education and medical practice ensuring the assessment material remains up to date and relevant to the curriculum and meets the standards required by the General Medical Council (GMC).

Attend meetings and participate in training as required.

### Requirements

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

They confirm they hold the MRCP(UK) or an equivalent postgraduate diploma and are registered and in good standing with the GMC. They must also be a member or fellow of one of the three Colleges (note: this does not apply to trainee members).

They confirm, as requested, 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 (note: this does not apply to trainee members), and to be up-to-date as appropriate with relevant National Guidelines, and CPD requirements.

### Time Commitment

The tenure of appointments for members is five years. Subject to mutual agreement with the Chair individual tenure may be extended by up to a maximum of five years to ensure orderly succession planning.

The tenure of appointments for trainee members is three years however will terminate upon completion of specialist training or appointment as a Consultant.

SWG meetings will be held once a year, subject to review in 2015. Members are expected to attend all meetings, and to be able to take on work between the meetings as follows:

- In preparation for each meeting, SWG members will be expected to: write 3 original scenarios, submitted to Central Office by the given deadline; review scenarios for discussion at the meeting.
- After meetings, at the discretion of the Chair, SWG members may be asked to revise scenarios, working to an agreed deadline.

## **Remuneration**

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.

The Federation of the Royal Colleges of Physicians of the UK awards CPD credits for participation in scenario writing activities. For more information refer to the MRCP(UK) website.

## **Performance Review**

The Chair(s) of the SWG and/or the SEC will be responsible for monitoring the performance of the groups' members.

## **Confidentiality**

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure 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 Chair of the SWG and/or SEC.

## Copyright

All those working with the Federation are required to assign the copyright of the material to the Federation.

Participation in commercial activities

**Members of the MRCP(UK) Scenario writing group 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 or Specialty Certificate Examinations.**

Assignment of copyright

**I assign to the Federation of Royal Colleges of Physicians of the UK the copyright of the material I have prepared or will in future prepare, for any part of the Examinations. I understand that where the exam is developed in partnership with a specialist society the Federation will share the copyright with the specialist society. This includes exam questions, scenarios and any other written material relating to the examinations.**

**I accept that the Federation may use this material in the MRCP(UK) or Specialty Certificate 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 Examinations, 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.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

(appointee)

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