

Responsibilities and Duties of the MRCP(UK) Associate Medical Director for Written Examinations

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

- Aligning the academic development and delivery of the MRCP(UK) Part 1, Part 2 Written, and 12 Specialty Certificate Examinations
- Overseeing and guiding the MRCP(UK) Diploma and Specialty Certificate Examinations question writing meetings to ensure that all the academic and productivity objectives are met
- Ensuring that the standards of the written examinations meet the standards required by the General Medical Council
- The selection, appointment, training and performance monitoring of question writing group chairs and members, examining board chairs and medical secretaries, in collaboration with the Medical Director
- Providing support and guidance to examining board chairs through formal annual appraisals
- Providing support and guidance to MRCP(UK) central office in the continued high quality production of examination papers
- Advising the 14 individual written examining boards, MRCP(UK) Management Board, Specialty Certificate Examinations Steering Group, Academic Quality Management and Research Committee (AQMRC) and MRCP(UK) Standards Annual Review Group on policy and academic matters to ensure the continued high quality and standard of the MRCP(UK) Part 1, Part 2 Written and Specialty Certificate Examinations.

The appointee will be a member of MRCP(UK) Management Board, Specialty Certificate Examinations Steering Group, Academic Quality Management and Research Committee (AQMRC) and MRCP(UK) Standards Annual Review Group and other Boards or Committees as requested by the Medical Director.

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

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;
- strong written and interpersonal communication skills.

Desirable

- experience on a written examination board;
- existing knowledge of MRCP(UK) structure and processes;
- a strong background in, and knowledge of, UK postgraduate training in medicine.

Time Commitment

The Associate Medical Director for Written Examinations is expected to commit three sessions per week 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);
- SCE Steering Group (meets for half a day once per year);
- MRCP(UK) Standards Annual Review Group (meets for a full day once per year);
- Question writing training workshops (for a full day twice per year); SCE question writing groups (for two days twice per year); and specialty question writing groups (for two days twice per year);
- Part 1, Part 2 and SCE examining board business meetings as required.

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.

