



ROYAL COLLEGE OF
PHYSICIANS OF EDINBURGH



ROYAL COLLEGE OF
PHYSICIANS AND SURGEONS
OF GLASGOW



ROYAL COLLEGE OF
PHYSICIANS OF LONDON

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

Responsibilities

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

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

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

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

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

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

May also be nominated as the representative on other MRCP(UK) Committees such as the MRCP(UK) Academic, Quality Management and Research Committee.

Deputise for the Chair as required on Misconduct panels.

Support the MRCP(UK) Central Office and the College Examination Departments in the development and delivery of the MRCP(UK) Part 2 Clinical Examination.

With the Medical Director of the MRCP(UK) and the Chair of the MRCP(UK) Part 2 Clinical Examining Board, advise on the appointment of Board members and assist with their selection, appointment, training and performance monitoring.

Act as a clinical examiner within and outwith the UK.

Assist the Chair in monitoring examiner performance and take action when necessary to ensure that the appropriate standards are maintained within and outwith the UK.

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

Board appointments are normally for five years and can be extended as agreed with the Medical Director.

Requirements

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

They confirm that they are an MRCP(UK) holder, a member or fellow of one of the three Colleges, and that they are registered and in good standing on the GMC specialist register.

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 Medical Secretary of the MRCP(UK) Part 2 Clinical 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 in Central Office.

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.

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.