



ROYAL COLLEGE OF PHYSICIANS AND SURGEONS OF GLASGOW

Post Title: Medical Examinations Board – Ordinary Member
Royal College of Physicians and Surgeons of Glasgow
232-242 St Vincent Street
Glasgow
G2 5RJ

Date: November 2022

Appointment: The post of Medical Examinations Board, Ordinary Member, is an honorary position and is, therefore, not salaried. Allowable expenses are reimbursed.

Background Information on the RCPSG

The Royal College of Physicians and Surgeons of Glasgow was founded in 1599 by Royal Charter. It exists to promote the highest standards of medical care. The College plays an important role in the setting of standards in medicine through its educational and examinations programmes. The College offers a number of qualifications in medicine, surgery and dentistry, leading to fellowship and membership of the College which is the only one in the UK including physicians, surgeons and dentists. The number of Members and Fellows currently totals 15,000 throughout the world.

The external environment in which the organisation functions is diverse and dynamic with changes not only in the governance of medical education and assessment but also to charity legislation, all of which impacts on the governance of the College.

Notes to Applicants

Applications for this post should be submitted in the first instance to Mrs E Mitchell, PA to CEO, RCPSG, 232-242 St Vincent Street, Glasgow G2 5RJ **by Friday 9 December 2022**. Applications should comprise a covering letter, outlining qualifications, personal qualities, suitability for this role and reason for wishing to undertake this role, together with a brief curriculum vitae. Interviews will be held in the College or remotely by agreement as soon as possible after the closing date.

The College welcomes applications from those who have the necessary attributes for the post.

DATA PROTECTION

All personal information will be held in accordance with the Data Protection Act (2018).

Associate Director of Medical Examinations

SECTION 1 Headings

Job Title: Medical Examinations Board, Ordinary Member
Location: Education and Assessment Unit, Royal College of Physicians and Surgeons of Glasgow
Reports To: Chair of the Board of Medical Examinations
Date: November 2022

SECTION 2 Job Purpose

(Overall objectives of the role)

The Medical Examinations Board is responsible for achieving the College's objectives as they relate to medical examinations. For the MRCP(UK) examinations, this responsibility is shared with the RCPEd and the RCPL. The Board is responsible for Glasgow college's contribution, and for maintaining good working relationships with the other Colleges and the MRCP(UK) Committees and Central Office.

Ordinary Members shall contribute to Board decision making and governance oversight, as a representative of the Panel of Examiners, and in accordance with the Terms of Reference. Ordinary Members will be expected to participate in around 3 Board meetings per year.

SECTION 3 Dimensions

(Information which helps in understanding the context and scale of the role)

- To be eligible for appointment to the Board, applicants must normally be a Fellow or Member of RCPSG in good standing with the College and the GMC.

Examinations

- Ordinary members will be expected to maintain active participation at MRCP(UK) PACES examinations, usually three examiner days per year

Committee membership

Collegiate – per annum

- 3 meetings of Medical Examinations Board
- Ordinary members may be asked to provide a contribution to Short Life Working Groups, Sub-Committees, Committees etc relating to intercollegiate examinations
- Ad-hoc meetings may be held to discuss specific issues as may arise throughout the year.
- Ordinary members may be asked to contribute to consultation documents (ad-hoc).

Intercollegiate – per annum

- Ordinary members are not required to attend intercollegiate meetings. Ordinary members will be responsible to update the Director of Medical Examinations on matters of relevance prior to each MRCP(UK) Clinical Examination Board (3 times annually)

SECTION 4 Main Responsibilities*(Important end results to be achieved)*

- Progress the business of the College's Medical Examinations Board throughout the year
- Work closely with the Director of Medical Examinations, Deputy Chair and Associate Chairs, and the Medical Examinations Manager in planning the delivery of college Medical Examinations
- Represent MRCP(UK) PACES examiners at Medical Examinations Board meetings
- Provide clinical-related expertise to assist in the development of the College's planning cycle
- If requested, to provide clinical input to consultation documents received from external bodies (e.g. NHS, NES, GMC etc)

SECTION 5 Planning and Organising*(Requirement for planning and organising)*

- To provide expert advice to the Chair of the Medical Examinations Board and Director of Education and Assessment, to inform the college strategic plan and departmental delivery plan
- Participate through the Medical Examinations Board in planning and implementing developments in the MRCP(UK) examination
- To assist the Chair of the Medical Examinations Board and Director of Education and Assessment in their endeavours to organise identification of host centres, examiners and examiner nominations to the college for the MRCP(UK) examination

SECTION 6 Decision Making*(Responsibility in decision-making)*

- Make decisions as appropriate in relation to role as Medical Examinations Board Ordinary Member
- Provide support to Medical Examinations Manager in decision-making

SECTION 7 Internal and external Relationships*(Most significant internal and external relationships)***Internal**

- Director of Medical Examinations
- Members of the Medical Examinations Board
- Medical Examinations Manager
- Staff within the Education and Assessment Unit

External

- College examiners

SECTION 8 Knowledge, Skills and Experience Needed

- Currently practising as substantive NHS consultant and in good standing with employer, College(s) and GMC
- Experience as MRCP(UK) examiner with detailed knowledge of the examination
- Demonstrable interest in College Intercollegiate activity
- Ability to work well in a team with excellent interpersonal and communication skills

Desirable

- Wide knowledge of postgraduate medical education issues and familiarity with educational concepts
- Understanding of GMC regulatory framework and assessment principles
- Current or previous involvement in committees related to MRCP(UK)
- Understanding of quality assurance in relation to examiners
- Evidence of achievement, commitment and initiative
- Record of College or Intercollegiate activity

SECTION 9 Job Context and Special Features*(Aspects of the context and special features impacting significantly on the role)*

- The Ordinary Member will serve for a period of four years in the first instance. This term may be extended by a further period of up to two years by mutual agreement.