



ROYAL COLLEGE OF
PHYSICIANS AND
SURGEONS OF GLASGOW

Membership of the Faculty of Podiatric Medicine

Examination Regulations

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Any update to regulations or other information will be announced on the College website - www.rcpsg.ac.uk

1. Introduction

This document contains the examination regulations and outlines the scope and format of the examination.

Success in this examination will provide the main route to Membership of the Faculty of Podiatric Medicine.

2. Admission as a Member

Candidates who are successful in the Part 2 examination will be admitted as Members of the Faculty of Podiatric Medicine of the College subject to:

- Election as a Member
- Payment of the current joining fee
- Completion and return of a signed Declaration Form

Further information is available in Appendix 1.

3. Role of the Examination

The purpose of the assessment is to encourage high standards of practice in podiatric medicine and act as a qualification affirming that the successful candidate has reached the standard necessary to become a Member of the Faculty of Podiatric Medicine.

4. Format of the Examination

The examination consists of two parts. The syllabus outlines the areas of knowledge that may be examined in each part.

4.1 Part 1 - Written Examination

The written examination is a three-hour multiple choice question (MCQ) paper comprising single best answer questions (SBA). There will normally be 180 SBA questions.

Candidates will be awarded a pass or a fail.

4.2 Part 2 - Structured Oral Examination

The Part 2 examination comprises six structured oral stations, each of 20 minutes' duration, with 15 minutes for candidate assessment, plus 5 minutes' reading and travel time between stations. The stations will examine the broad areas contained in the syllabus: podiatric medicine, imaging and diagnostics and pharmacology. Details are available in the syllabus document.

Candidates will be awarded a pass or a fail.

Both parts of the examination will be conducted in English.

5. Entry to the Examination – Eligibility and Exemption

5.1 Eligibility

To enter Part 1 and Part 2 of the examination a candidate must provide satisfactory evidence of:

Part 1

- Possession of an appropriate primary qualification that is acceptable to the United Kingdom General Medical Council for full or provisional registration or to the Medical Council in Ireland for full or temporary registration; international candidates must hold an appropriate primary qualification acceptable to College Council. Those candidates who wish to check the acceptability of their medical degrees should see the International Medical Education Directory (IMED) on <http://avicenna.ku.dk/database/medicine> or the World Directory of Medical Schools on <http://search.wdoms.org/>. If the awarding body does not appear on this list, applicants should contact the Examinations Unit for advice.
- Experience in post-registration podiatric medicine practice, or equivalent, for a cumulative minimum of 1 year

Part 2

- Written confirmation of a pass in Part 1, or
- Written confirmation of exemption from Part 1; and
- Experience in post-registration podiatric medicine practice, or equivalent, for a cumulative minimum of 3 years.

5.2 Exemption from Part 1

Candidates who meet the required criteria may apply for exemption from Part 1 of the examination. Documentary evidence must be provided in support of any such application. Details of the exemption criteria are listed in the 'MFPM - Exemption from Part 1' document.

Candidates are advised they should have achieved a recommended minimum standard of English language competence of IELTS Level 7.5, or equivalent, prior to entering the examination.

The Council of the College may, at its discretion, modify the qualifications for entry to the examination.

Each application will be assessed on an individual basis.

6. Admission to the Examination

- 6.1 All applications are accepted on a first-come, first-served basis. Applications accompanied by the full amount of the examination fee must reach the College no later than the published closing date. Applications received after the closing date will be returned.
- 6.2 The fee payable for each examination is determined by the Council (see the College website for the current fees).
- 6.3 A candidate entering for the first time must submit supporting documentation including his/her original diploma of graduation/qualification. All documents submitted should be in English and should be the original or, preferably, a certified copy of the original: uncertified photocopies will not be accepted. Original certificates will be returned to the applicant. For advice on certifying documents, please see the 'Information to Candidates' section on our website.
- 6.4 Tailored examination and other assessment arrangements will be made for individual candidates with additional needs due to learning differences (such as dyslexia) or due to permanent or temporary disability by means of reasonable adjustments. These arrangements are intended to allow candidates to perform to the best of their ability and to ensure they are not discriminated against because of permanent or temporary disability. Whilst it is the responsibility of the College to ask candidates if they have any additional needs, it is the responsibility of the candidate to notify the College when they submit their application of any additional needs they have, the reason for them, and any reasonable adjustments that have been helpful in the past. Applications for reasonable adjustments to meet additional needs should be supported by written evidence in the form of a medical report from their General Practitioner for medical conditions, or an educational psychologist's report for learning differences such as dyslexia. Further information is shown on the application form.

7. Proof of Identity

- 7.1 Candidates must bring proof of identity to each examination. Proof of identity must be an official document, such as a current passport or driver's licence that includes the candidate's name, signature and photograph.
- 7.2 For the purposes of visual identification, any candidate sitting any examination may be required to remove any clothing and/or other item which covers all, or part of, the candidate's face. The College will observe sensitivity in the visual identification of candidates.

8. Withdrawal from the Examination

- 8.1 A candidate who withdraws in writing from any part of the examination may be refunded the fee paid less an administrative fee, provided that notice of an intention to withdraw is received by the Examinations Unit before the closing date by which applications are due, as shown on the College website. Refunds are normally not made to candidates who withdraw after the closing date.
- 8.2 Where extenuating circumstances prevent a candidate from sitting an examination, supporting documentary evidence must be provided detailing the nature of those circumstances before any request for a refund may be considered. All such applications must be submitted to the Examinations Unit within 30 days of the commencement of the examination.

9. Appeals Mechanism

Any candidate who wishes to make an appeal about the conduct of his/her examination must address it to the Examinations Unit within 30 days of the publication of results. Appeals will be considered which alleged maladministration or bias or impropriety of some kind, whether in the conduct or in the determination of the result of the examination. Appeals disputing the academic judgement of the examiners will not be considered. Details of the appeals process may be obtained from the 'Information for Candidates' section on the College website.

10. Improper Conduct by Examination Candidates

- 10.1 In the case of improper conduct of an examination candidate the College may impose a penalty relating to the candidate's eligibility for the relevant or future examinations.
- 10.2 If a candidate is found to have acted improperly, their name may be reported to their regulatory body. The College may also decide that a candidate should not be allowed to proceed further with the examination or, having passed the examination, may not be admitted to Membership according to their own statutes and regulations, in cases where serious misconduct not related to the examination is judged to make the person unfit to become a Member of the College.

11. Syllabus

The syllabus outlines the areas of knowledge that will be examined. Details of the syllabus are available on the College website.

Appendix 1

Application for election to Membership and award of Diploma

On passing the examination requirements you are not entitled to use the designation MFPM RCPS(Glasg) until after your formal admission to the Membership. The information below describes the election process and how to maintain your Membership status.

1. The list of successful candidates for the Diploma of Membership of the Faculty of Podiatric Medicine will be confirmed by the Head of Examinations, on behalf of the President, the date of signature on the list being the date of election to the College.
2. The successful candidates will be invited to proceed to admission to the College and will be sent the appropriate documentation.
3. Each candidate for admission must pay the joining fee, the amount to be determined from time to time by the Council.
4. Upon receipt of the completed admission documentation and payment of the joining fee, a Diploma of Membership and Welcome Pack will be issued to each new Member. All Diplomas of Membership are dispatched on a monthly basis by recorded post.
5. All new Members will be given the opportunity to attend an Admissions Ceremony – details of this will be sent at the time of admission.
6. In order to retain Membership and use of the post-nominals, each member must pay the appropriate annual subscription fee, determined from time to time by the Council.

Appendix 2

College Directory

The Royal College of Physicians and Surgeons of Glasgow
232-242 Vincent Street
Glasgow G2 5RJ
United Kingdom

Phone: +44 (0)141 221 6072

Website: www.rcpsg.ac.uk

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Library

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