The Responsibilities and Duties of the

Chair of the MRCP(UK) or SCE Standard Setting Groups

Responsibilities

The Chair of the MRCP(UK) or SCE Standard Setting Group is responsible to the Chair of the MRCP(UK) or SCE Examining Boards and will:

Have overall responsibility for the Standard Setting Group to ensure a pass mark is agreed to the appropriate standards.

To lead discussions and evaluate each item to ensure the quality of questions is high and of an appropriate standard.

Be responsible for the appointment and training of group members and monitoring their performance.

Requirements

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

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) Examinations are expected to have been actively engaged in the training of junior doctors within the last two years, and to be up to date as appropriate with relevant National Guidelines, and CPD requirements.

It is a requirement for all members of a Standard Setting Group that they:

Be a member of the Speciality Question Groups and/or the appropriate Examining Board and have considerable knowledge of the examination.

Be involved in and have demonstrated an interest in medical education.

Be practising in some aspect of general medicine with additional subspecialty or area of interest

Attend Standard Setting meetings as required.

Have an understanding of the principles behind criterion referencing and the Hofstee method (including item response theory), statistical methods used and interpretation of analyses performed on individual items.

Time Commitment

The tenure of board appointments is five years. Subject to the agreement of the Associate Medical Director for Written Examinations, individual tenure may be extended by up to a maximum of five years to ensure orderly succession planning.

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 Standard Setting Group Chair or the 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.

Participation in commercial activities

MRCP(UK) Officers 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.

Assignment of copyright

I assign to the Federation of Royal Colleges of Physicians of the UK the copyright of the material which I have prepared or will in future prepare, for any part of the MRCP(UK) Examination or Specialty Certificate Examinations. This includes questions for the MRCP(UK) Part 1 and Part 2 Written Papers, scenarios for the MRCP(UK) Part 2 Clinical Examination (PACES) and the any of the Specialty Certificate Examinations.

I accept that the Federation may use this material in the MRCP(UK) 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 Examination and 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.

Signature_____Date_____

Name of appointee_____

MRCP(UK) Central Office March 2014

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