

**Royal College of Psychiatrists  
GUIDANCE NOTES ON ELECTION TO THE  
BOARD OF EXAMINERS**



This document contains the Eligibility Criteria, Requirements, Notes for the Completion of the Application Form and the Procedure for Election to the MRCPsych Board of Examiners.

**A. Eligibility Criteria and Requirements**

**MRCPsych Board of Examiners**

To be eligible to become a member of the Board of Examiners for the MRCPsych examinations, a doctor must have held a substantive Consultant or equivalent post in any psychiatric speciality for at least THREE years. It is desirable, but not essential, that applicants are currently involved in the formal teaching of medical students and/or psychiatric trainees.

The following criteria also apply to the appointment of examiners to the MRCPsych Board of examiners:

- Must be fully registered with the General Medical Council or the Irish Medical Council.
- Must be a current member of the Royal College of Psychiatrists.
- Must be registered and be in good standing for CPD.
- Must be a practising Psychiatrist.

The following requirements apply to those appointed as examiners:

- Must be able to attend a one day Induction Course for newly appointed examiners.
- Must be able to attend at least ONE Session of Examiner Refresher Training every two years.
- Should be prepared to participate in examining the Clinical Assessment of Skills and Competencies (CASCs) at least once or ideally twice a year. Adequate prior notice of CASC dates will be given.
- Should be able to commit to serving as a member of the Board of Examiners for a period of SEVEN years.
- Must agree NOT to disclose ANY information that one may obtain about the examination by virtue of one's position as a Member of the Board of Examiners to anyone external to the Board.

- Must agree to stand down from the Board if, during one's period of appointment circumstances change making one unable to meet any of the election criteria.
- Must agree to inform the Chief Examiner of any circumstances, such as ill health or suspension, which could affect one's ability to be an examiner or call into question the good standing of the Royal College of Psychiatrists and its examining procedure.

## **B. Notes on Completion of Application Forms**

Opportunities to become a Board member will be advertised depending upon the need for examiners.

In response to such an advertisement, an application form may be obtained from the Examinations Unit, Royal College of Psychiatrists, 17 Belgrave Square, London SW1X 8PG (Tel: 020 7235 2351) or can be downloaded from the Exams page on the College website ([www.rcpsych.ac.uk](http://www.rcpsych.ac.uk)).

Consideration for election to the Boards of Examiners requires the completion of two forms:

1. Application Form
2. Confidential Reference Form

### **1. Application Form**

The Application Form is to be completed by the person wishing to be considered for election to the Board of Examiners.

The Application Form and Confidential Reference Form may be obtained from the College website. Please print, complete by hand and return by post to the College address.

If necessary, further information relevant to any section of the form may be supplied on a separate sheet which should be firmly fixed to the form. Your CV should NOT be submitted with the Application Form.

### **2 Confidential Reference Form**

The Confidential Reference Form is to be completed by an appropriate individual who is prepared to endorse the applicant's suitability for consideration to the Boards of Examiners.

The Confidential Reference Form must be completed by **one** of the following:

- A member of the Education, Training and Standards Committee of the Royal College of Psychiatrists
- A Professor of Psychiatry
- A Regional Adviser
- A Chair of the Divisions, Faculties and Sections of the College, or
- A Chair of a Regional Training Committee.

Confidential Reference Forms should be forwarded to the applicant's referee for completion and returned **directly to the Examinations Unit at the College.**

Completed Confidential Reference Forms should **not** be returned to the College either by e-mail or via the College website.

### **C. Procedure**

Applications received at the Examinations Unit will be acknowledged.

Applications will, in the first instance, be considered by the Nominations Panel.

Applicants who fulfil the eligibility criteria for election will be forwarded for consideration to the Examinations Sub Committee and then to the Education, Training and Standards Committee of the College.

Applicants will be informed of the outcome of their application.

*Examinations Unit  
December 2009*