**THE ROYAL COLLEGE OF PSYCHIATRISTS**

# **PANEL CHAIR JOB DESCRIPTION**

**JOB TITLE:** MRCPsych CASC Panel Chair

**TERM OF OFFICE:** 5 years

**RESPONSIBLE TO:** Chief Examiner, Director of Professional Standards

**WORKING WITH:**

**Governance** Chief Examiner, Head of Examiantions, CASC Manager

**Management** Director of Professional standards

**ELECTED/APPOINTED:** Appointed

**TIME COMMITMENT:** An average of 1 PA per week

**SALARY:** Unpaid (Voluntary)

**JOB PURPOSE**

The MRCPsych CASC Panel Chair is responsible for all aspects of the production and piloting of the MRCPsych CASC stations and final selection of the draft Examination Paper for approval by the Examinations Sub-Committee.

**KEY RESPONSIBILITIES**

1. To promote and uphold the College’s values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.
2. Chair the MRCPsych CASC Panel and take responsibility for ensuring the Panel produces, pilots and delivers stations for the MRCPsych CASC examination.
3. Work closely with the Chief Examiner, Head of Examinations Director of Professional Standards, other relevant College staff and Working Groups to further develop/enhance the MRCPsych CASC when required.
4. Work closely with the Examinations Department to ensure the smooth running of the MRCPsych CASC examinations.

In doing so the MRCPsych CASC Panel Chair will:

* Manage the construction and piloting of the clinical examination stations to ensure appropriate standards.
* Ensure that the clinical examination stations meet the blueprint and satisfactorily sample the appropriate content.
* Oversee the production of a running order of relevant stations to create the CASC Examination for final approval by the ESC.
* Lead the MRCPsych CASC Examiner Refresher Training days in conjunction with the Deputy Chairs of the MRCPsych CASC Panel and other Panel/ESC Members.
* Lead the delivery of the MRCPsych CASC Examiner induction days.
* Ensure the CASC examination is consistent with other assessment methods used in training and assessment of psychiatrists and other doctors.

Main duties include:

* Chairing the MRCPsych CASC Panel – up to four meetings per year.
* Attendance at the ESC – Nine meetings per year and not less than five.
* Attendance at the MRCPsych CASC Examination- at least two days twice a year.
* Undertake Chief Invigilator duties at the MRCPsych CASC- at least two days twice a year.
* Examine and train examiners/role players at the MRCPsych CASC International Centres - at least three days once a year when the centres are running.

Review all CASC documentation on a regular basis.

* Working with the CASC Manager and Head of Examinations
* Respond to all relevant correspondence and advise on queries in conjunction with the CASC Manager and Head of Examinations

The Panel Chair is supported in this role by three Deputy Chairs of the Panel, and by the Examinations team at the RCPsych.

**PERSON SPECIFICATION**

The successful candidate will demonstrate:

* Experience in and knowledge of the MRCPsych CASC examination methods, standards, and processes, and/or other similar examinations
* Experience in the development and production of the MRCPsych Examinations, and/or other similar examinations
* Involvement in academic and scientific aspects of medical examinations
* Involvement in undergraduate and/or postgraduate medical education
* Experience in undergraduate and/or postgraduate training
* Capacity to relate effectively to examination monitoring bodies
* Ability to chair meetings and organise structures relevant to examination process
* Knowledge of curriculum development
* Awareness and knowledge of trends in post graduate medical assessments

**THE COLLEGE VALUES**

Courage

• Champion the specialty of psychiatry and its benefits to patients

• Take every opportunity to promote and influence the mental health agenda

• Take pride in our organisation and demonstrate self‐belief

• Promote parity of esteem

• Uphold the dignity of those affected by mental illness, intellectual disabilities and developmental disorders.

Innovation

• Embrace innovation and improve ways to deliver services

• Challenge ourselves and be open to new ideas

• Seek out and lead on new, evidence‐based, ways of working

• Have the confidence to take considered risks

• Embrace the methodology of Quality Improvement to improve mental health services and the work of the College.

Respect

• Promote diversity and challenge inequalities

• Behave respectfully – and with courtesy – towards everyone

• Challenge bullying and inappropriate behaviour

• Value everyone’s input and ideas equally

• Consider how own behaviour might affect others

• Respect the environment and promote sustainability.

Collaboration

• Work together as One College – incorporating all members, employees, patients and carers

• Work professionally and constructively with partner organisations

• Consult all relevant audiences to achieve effective outcomes for the College

• Work together with patients and carers as equal partners

• Be transparent, wherever possible and appropriate.

Learning

• Learn from all experiences

• Share our learning and empower others to do the same

• Value and encourage personal feedback

• Use feedback to make continuous improvements

• Create an enabling environment where everyone is listened to, regardless of seniority

• Positively embrace new ways of working.

Excellence

• Deliver outstanding service to members, patients, carers and other stakeholders

• Promote excellent membership and employee experience

• Always seek to improve on own performance

• Promote professionalism by acting with integrity and behaving responsibly

• Demonstrate accountability in all that we do

• Uphold the College’s ‘Core Values for Psychiatrists’.

March 2024