

**Royal College of Psychiatrists**

# **DEPUTY MRCPsych Paper A PANEL CHAIR JOB DESCRIPTION**

**JOB TITLE:** MRCPsych Paper A Deputy Panel Chair

**TERM OF OFFICE:** 3 years from April 2022

**RESPONSIBLE TO:** Paper A Panel Chair

Director of Professional Standards

Examinations Sub-Committee

**WORKING WITH:** Written Paper Panel Coordinator

**MANAGEMENT:** Head of Examinations Operations

**ELECTED/APPOINTED:** Appointed

**TIME COMMITMENT:** An average of 0.5 PA per week

**JOB PURPOSE**

The MRCPsych Paper A Deputy Panel Chair is responsible for assisting the Paper A Panel Chair on the production of high quality MRCPsych Paper A examinations (diet) and questions for the purpose. The Paper A Deputy Panel Chair will also attend to the duties of the Panel Chair in the event of the latter’s unavailability such as representing the Paper A Panel at the Examinations Sub-Committee (ESC), work with Digitalisation initiative for written paper and lead and support in new question writing for the MRCPsych Bank in line with the Paper A MRCPsych syllabus.

**KEY RESPONSIBILITIES**

Work closely with the Chief Examiner, Director of Professional Standards, other relevant College staff and Working Groups to further develop/enhance the MRCPsych written examination when required.

The successful candidate will work closely with the Examinations Team to ensure the smooth running of the MRCPsych Written Examinations.

In doing so the MRCPsych Paper A Deputy Panel Chair will:

* Lead, organize, delegate and collate new question writing in line with latest literature and evidence base and within the MRCPsych Paper A syllabus.
* Organise and contribute to revision of existing questions in line with feedback from ESC, QA panel, Standard setting panel and in response to their performance in examinations as well as ensure the questions reflect latest knowledge and evidence base.
* Help in pulling together relevant questions to create the Paper A Examination in line with the blueprint for the examination for final approval by ESC.
* Ensure the examinations are consistent with other assessment methods used in training and assessment of psychiatrists and other doctors.

**PERSON SPECIFICATION**

The successful candidate will demonstrate:

* Experience in and knowledge of all aspects of the MRCPsych examination methods, standards and processes.
* Expertise and interest in parts of the syllabus covered in Paper A of the MRCPsych examination which covers phenomenology and classification, basic psychology, social psychology and developmental psychology, neurosciences especially in context of psychiatry and psycho-pharmacology.
* Experience in the development and production of the MRCPsych Examination Questions for written examinations.
* Current or recent involvement on an MRCPsych Examination Panel is highly desirable.
* An ability to chair the MRCPsych Paper A Panel in the absence of the Paper A Panel Chair.
* A willingness to attend and represent Paper A at the ESC in the absence of the Paper A Panel Chair
* A willingness to regularly liaise with the Head of Examinations Operations, Written Paper Panel Coordinator and other College staff, and answer queries relating to the MRCPsych Written Examinations in the event of the Panel Chair being unavailable.
* Involvement in academic and scientific aspects of medical examinations.
* Experience of involvement in undergraduate and/or postgraduate medical examination.
* Experience in undergraduate and/or postgraduate training.
* Capacity to relate effectively to examination monitoring bodies.
* Knowledge of curriculum and the syllabus and an understanding of their development.
* Awareness and knowledge of trends in post graduate medical assessments.
* No involvement in commercial MRCPsych courses.