

Recruitment and appointment to the MRCPsych Board of Examiners (UK)

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INTRODUCTION

Becoming an MRCPsych examiner is a rewarding opportunity for College Members to continue professional development and network with colleagues while setting standards in the CASC exam.

It is the responsibility of each examiner to understand and maintain the standards of the MRCPsych CASC exam. Examiners should be familiar with the core psychiatry curriculum and the mapped CASC syllabus.

Applicants to the Board of Examiners are required to attend a CASC training and assessment day.

Appointment as an examiner is for a period of seven years and examiners are expected to participate in the CASC exam at least once a year.

The Academy of Medical Royal Colleges (AoMRC) guidance on the [criteria for college examiners \(February 2023\)](#) requires that all examiners must:

- Have completed a recognised course in equality and diversity (renewable every five years)
- Make fair, unbiased judgements in the examination setting
- Remain objective and dispassionate where necessary
- Demonstrate effective oral and written communication skills in English
- Have high levels of integrity and professional standards
- Participate in ongoing assessment, training and development as an examiner.

ELIGIBILITY

CONSULTANT EXAMINERS		
Criteria	Essential	Desirable
Experience	Substantive consultant in any psychiatry specialty, normally for at least one year.	Experience of writing examination questions or examining at OSCE type examinations, either at undergraduate or postgraduate level.
Qualifications and registration	<p>Member of the Royal College of Psychiatrists in good standing, having passed the MRCPsych examination.</p> <p>Hold specialist registration in any psychiatry specialty with the General Medical Council or the Irish Medical Council.</p> <p>A licence to practice in the UK/Ireland, without limitations</p>	Qualification in Medical Education
Training	Completion of equality, diversity and inclusion training within 3 years	Other relevant training such as question writing, training the trainers, mentoring, appraisal
Educational Activity	Formal involvement in teaching and supervision of psychiatric trainees	Educational role such as educational supervisor
Appraisal and revalidation	<p>Registered, and be in good standing for CPD.</p> <p>Involvement in annual appraisal and satisfactory revalidation.</p>	

SAS Psychiatrists		
Criteria	Essential	Desirable
Experience	<p>At least 7 years' (post FY2 level) experience in any psychiatry specialty, 4 years of which should be post MRCPsych</p> <p>In a substantive post for at least 4 years.</p>	Experience of writing examination questions or examining by OSCE type examinations, either at undergraduate or postgraduate level.
Qualifications and registration	<p>Member of the Royal College of Psychiatrists in good standing, having passed the MRCPsych examination</p> <p>Full GMC registration with a license to practice (with no limitations)</p>	Qualification in Medical Education
Training	Completion of equality, diversity and inclusion training within 3 years	Other relevant training such as question writing, training the trainers, mentoring, appraisal
Educational Activity	Formal involvement in teaching and supervision of psychiatric trainees	Educational role such as educational supervisor
Appraisal and revalidation	<p>Registered, and be in good standing for CPD.</p> <p>Involvement in annual appraisal and satisfactory revalidation.</p>	

Examiners must not be involved in any commercial courses or have any conflicts of interest as advised by the College's Statement on Conflict of Interests.

Examiners who leave a substantive post and take up a locum position must demonstrate continued involvement in training or medical education, in order to remain on the Board.

REQUIREMENTS ONCE APPOINTED

Following appointment, all examiners:

- Must abide by the Examiners Code of Conduct.
- Must attend a one-day training and assessment course for CASC examining.
- Must rate training videos at induction to a satisfactory standard.
- Must shadow an examiner for one day at the CASC before examining candidates.
- Must be able to attend one session of Examiner Refresher Training every three years, which includes Equality and Diversity training.
- Should be prepared to participate in examining the Clinical Assessment of Skills and Competencies (CASCs) at least two days per 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 be engaged in medical appraisal and be revalidated.
- Must agree to stand down from the Board if, during one's period of appointment, circumstances change making one unable to meet any one of the eligibility criteria:
 - Examiners who leave a substantive post and take up a locum position must demonstrate continued involvement in training or medical education, in order to remain on the Board.
- Must agree to inform the Chief Examiner of any circumstances, such as ill health or license to practice suspension/conditions, 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.

RETIRED EXAMINERS

- UK Examiners who have retired from clinical practice may continue to examine as long as they hold a license to practice from the GMC.
- International examiners who retire from clinical practice whilst a member of the Examination Board can continue to examine for one year, post retirement.

QUALITY ASSURANCE

Examiners must be willing to receive and act on feedback on their performance as an examiner.

EXAMINER CONDUCT

Examiners are expected to demonstrate a high level of professionalism and are required to abide by the [Examiner Code of Conduct](#).

Commercial courses

Examiners must not be involved in any commercial courses or have any conflicts of interest as advised by the College's Statement on Conflict of Interests.

Confidentiality

Examiners must not 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.

RECRUITMENT AND TRAINING

CASC Training and Assessment Day

The Training and Assessment Day will be led by a Senior CASC Panel member and will consist of an overview of the CASC exam, equality and diversity in examinations, standard setting for CASC stations, and examining skills and examiner duties. All examiners will be required to standard set and score CASC station videos. These scores will then be used by a panel of experts to assess applicants' examining skills. If the panel deem a member not to have the required skills to examine, the applicant will be offered to attend a further training and assessment session. All applicants will receive feedback on their performance (by email) within 4 weeks of the Training and Assessment day.

Application

Consideration for appointment to the Board of Examiners requires the completion of:

- Application Form
 - Applications will be reviewed by representatives of the CASC Panel to confirm eligibility. Eligible applicants will be invited to attend a training and assessment day.
- 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 Board of Examiners, such as:
 - A member of the Education, Training, and Standards Committee, of the Royal College of Psychiatrists
 - A member of the Examinations Committee of the Royal College of Psychiatrists
 - A Professor of Psychiatry employed within your region
 - The Head of School of Psychiatry within your region
 - The Director of Medical Education within your Trust/Hospital

- The Training Programme Director – regional or in the training scheme where you work
- The Lead for Undergraduate Education for your Trust/Hospital
- A Regional Adviser
- A Chair of the Divisions, Faculties and Sections of the College
- A Chair of a Regional Training Committee.

- Attendance at a CASC Training and Assessment Day

Appointment to the Board of Examiners

Applicants who have passed the Training and Assessment Day will be forwarded for consideration to the Examinations Sub Committee. The Education and Training Committee will then formally approve the appointment of each individual to the Board of Examiners.