

## **JOB DESCRIPTION**

### **Members of the MRCPsych CASC Panel**

#### **Eligibility criteria and requirements and notes on completion of application for election.**

The Panel is responsible for producing stations for the examination question bank, from which the stations are selected for the examination. The Panel meets after the examination to review individual item analysis. Additionally, Panel members are expected to serve as invigilators twice per year at the examination held in Sheffield.

#### **A. Eligibility criteria and requirements**

To be eligible, applicants must:

- be a member of the College.
- have a proven interest in medical education.
- be involved in teaching and training medical students and/or psychiatry trainees.
- be in good standing having achieved satisfactory CPD.
- be available to serve for a five-year fixed term (one year in the first instance).

The following requirements apply to those appointed as members to the panels; successful candidates must:

- attend a one-day Induction Course for new CASC examiners (if not already completed).
- attend at least 50% of the Panel Meetings a year.
- attend the CASC Station Writing Day.
- submit a minimum of 4 stations a year, for review by the Panel.
- respond promptly, with comments, when sent draft papers to review.
- agree not to disclose any information which they may gain about the examination by virtue of their position as a Member of CASC Panel to anyone external to the Board.
- agree to stand down from the Panel if, during their period of appointment, their circumstances change making them unable to meet any of the expected requirements.
- agree to inform the Chief Examiner of any circumstances, such as ill health or suspension, or unsatisfactory performance in CPD which could affect their ability to be a member of the Panel or call into question the good standing of the Royal College of Psychiatrists and its examining procedure.
- Not be involved in any type of private or commercial exam preparation courses.