

Royal College of Psychiatrists
PROCEDURES ON RECRUITMENT AND
APPOINTMENT TO THE MRCPsych
CASC PANEL



This document contains the Eligibility Criteria and Requirements, Notes for the Completion of the Application and the Procedure for Appointment to the MRCPsych CASC Panel.

A. Eligibility Criteria and Requirements

To be eligible to apply to become a member of the CASC Panel for the MRCPsych examinations, a doctor must have held a substantive Consultant or equivalent post in any psychiatric speciality for normally 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 eligibility of appointment to the MRCPsych CASC Panel:

- Must be fully registered with the General Medical Council or the Irish Medical Council.
- Must have a licence to practice for UK/Ireland.
- Must be a current member of the Royal College of Psychiatrists, having passed the MRCPsych examination.
- Must be registered and be in good standing for CPD.
- Must be a practising Psychiatrist.
- Must not be involved in any commercial courses or have any conflicts of interest as advised by the College's Statement of Conflict of Interests.

B. Notes on Completion of Application

Consideration for appointment to the CASC Panel requires the completion of:

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 the CASC Panel.

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 CASC Panel.

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

- A member of the College Education and Training Committee
 - A member of the College Examinations Sub-Committee
 - The Head of School of Psychiatry within your region
 - The Director of Medical Education within your Trust
 - 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 from the referee.**

Approval of Application Form

Applications received by the Examinations Unit will be acknowledged via email.

Applications will, in the first instance, be considered and shortlisted by the Chair of the CASC Panel. Short listed applicants will be invited to attend an interview at the College.

C. Appointment to the CASC Panel

Applicants will be informed of the outcome of their application via email.

The following requirements apply to those appointed as panel members:

- Attend at least three panel meetings a year.
- Attend at least one CASC examination a year (minimum of 2 days).
- Attend at least one station writing panel meeting a year.
- Regularly submit questions for review by the panel (approximately 8 per year).
- Facilitate at least one examiner refresher training event a year.
- Agree not to disclose any information which they may gain about the examination by virtue of their position as a member of the CASC Panel to anyone external to the panel.
- 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 Chair of the CASC Panel 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.

Examinations Unit
December 2018