Royal College of Psychiatrists

PROCEDURES ON RECRUITMENT AND APPOINTMENT TO THE UK MRCPsych BOARD OF EXAMINERS

This document contains the Eligibility Criteria Requirements Notes for the Completion of the Application and the Procedure for Appointment to the UK MRCPsych Board of Examiners.

A. Eligibility Criteria and Requirements

The following criteria and requirements relate to the UK Board of examiners for MRCPsych for the CASC examination. Criteria and requirements for overseas examiners examining at overseas centres, are governed by the relevant Memoranda of Undertaking with the host centre.

Eligibility

To be eligible to become an Examiner for the MRCPsych CASC, a doctor must have held a substantive Consultant or equivalent post in any psychiatric speciality for normally at least 3 years. It is desirable but not essential, that applicants are currently involved in the formal teaching of medical students and/or psychiatric trainees. Experience of writing examination questions or examining at OSCE type examinations is particularly welcome, either at undergraduate or postgraduate level.

The following criteria also apply to the eligibility of appointment as an MRCPsych CASC Examiner:

- Must be fully registered with the General Medical Council or the Irish Medical Council.
- Must have a licence to practice in the 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.

Requirements once appointed:

The following requirements apply to those appointed as 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 at least one session of Examiner Refresher Training every two years, which includes Equality and Diversity training.

Examiner Recruitment Procedure/January2020
• Should be prepared to participate in examining the Clinical Assessment of Skills and Competencies (CASCs) at least once a 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 retire from clinical practice whilst a member of the Examination Board can continue to examine for one year, post retirement.
  • 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 suspension, 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.

**CASC Training and Assessment Day**

The Training and Assessment Day will usually be held at the College or an alternative venue in London. The 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 applicant’s 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.

**B. Notes on Completion of Application**

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

1. Application Form
2. Confidential Reference Form
3. Attendance at a CASC Training and Assessment Day

**1. Application Form**

The Application Form is to be completed by the person wishing to be considered for the Board of Examiners.

If necessary, further information relevant to any section of the form may be supplied on a separate sheet which should be firmly attached 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 Board of Examiners.

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

- A member of the Education, Training, and Standards Committee, of the Royal College of Psychiatrists
- A member of the Examinations Sub-Committee of the Royal College of Psychiatrists
- A Professor of Psychiatry employed within your region
- The Head of School 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.

Applications will, in the first instance, be considered by representatives of the Examinations Sub-Committee. Successful applicants (who must fulfil the eligibility criteria) will be invited to attend a Training and Assessment Day.

C. 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 each individual to the Board of Examiners.

Members will be informed of the outcome of their assessment (by email) within two weeks of the Education and Training Committee.

Examinations Unit
January 2020