

# PACES Chair recruitment

## RCP London PACES Chair recruitment

<b>Location</b>	Nationwide (UK)
<b>Department</b>	Education
<b>Reports to</b>	Senior London PACES Examiner
<b>Document date</b>	May 2024

### Potential chairs may

- decide that they wish to be a PACES Chair and submit their application via the following process or**
- be approached by Senior members of the college team and asked if they would be interested in submitting an application to become a PACES Chair via the following process.**

Potential chair submits their CV via [examiner.services@rcp.ac.uk](mailto:examiner.services@rcp.ac.uk) with a covering letter explaining their reasons for wishing to apply to be a chair and confirming that the following criteria are met:

- They must be a current PACES examiner (for a minimum of three years).
- They must be a fellow of the college.
- They must be in good standing with the college and their regulatory body.
- They must be registered with the GMC and have a current licence to practice.
- They must have examined a minimum of 150 candidates over the last 3 years, at a range<sup>1</sup> of centres in the UK.
- They must have completed all elements of the required training to be an examiner including any currently required examiner training, Equality, Diversity and Inclusivity and the MRCPUK Fair Assessment training.
- It would be desirable if the potential chair has experience of hosting PACES exams.

Information on referees who are willing to provide a reference as to the suitability of a candidate must be stated. One should be from an existing and active PACES examiner and one from a senior medical manager within their hospital (medical director, clinical lead or college tutor).

<sup>1</sup> A range should include examining experience at a minimum of 4 different centres and should include both single and double circuits.

Information will be collated, and the suitability of the potential chair will be determined by the following: **Senior London PACES Examiner (Dr Rasha Mukhtar), Clinical Lead for Assessment (Dr Celia Bielawski) and a senior member of the RCP Assessment Unit.**

*There will be a 3-year review for each chair to ensure that their compliance and activity is sustained. As with all PACES examiners, chairs are expected to comply with the relevant MRCPUK policies and procedures including the code of conduct:*

<https://www.thefederation.uk/sites/default/files/documents/Paces%20Examiners%20Code%20of%20Conduct.pdf>

For a discussion about the role and responsibilities of a PACES Chair please contact the Senior London PACES examiners via [examiner.services@rcp.ac.uk](mailto:examiner.services@rcp.ac.uk)

### **Main Duties and Responsibilities of the Role**

- Chairs should have knowledge of the current PACES exam regulations and procedures as well as an understanding of the requirements for examiners/patients and scenarios.
- Prior to the exam, liaising with the host examiner and admin team to ensure that all necessary arrangements are in place for; patients, exam scenarios, examiners and any candidates who have special requirements
- On the morning of the exam, inspecting the centre to ensure that all stations have been set up in an appropriate manner for the exam
- Conducting a pre-cycle briefing together with the host to update examiners on exam 'hot topics' and local exam arrangements
- Ensuring that all examiners carry out, and are given sufficient time for calibration
- Coordinating and overseeing arrangements for trainee examiners in line with MRCP(UK) guidelines
- Conducting a post-cycle briefing where examiners are encouraged to discuss any concerns or issues with the cycle and recording them
- At the post-cycle briefing, identifying any candidates that meet the requirements for enhanced feedback as per MRCP(UK) guidelines and recording the relevant details and leading the discussion around passing/failing candidates.
- Ensuring that all scores are transferred and saved to the Electronic Candidate Performance Summary (eCPS)
- Take responsibility for any examiner issues arising during the exam, dealing with these in a consistent, fair and impartial manner alongside the host/s.
- At the end of the exam days, completing the Centre Audit form documenting relevant achievements and concerns for the exam centre along with any noteworthy incidents on the Centre Incident Form
- A chair is expected to continue with their examining activity and to examine a minimum of 50 candidates per year.

## Personal Attributes:

- Chairs should have experience of chairing groups of clinicians in a professional or voluntary capacity.
- Chairs will have the ability to create a collaborative environment where all opinions are heard and respected.
- Chairs will have the ability to mediate when differing opinions occur, through an open and inclusive process of discussion and debate.
- Chairs will be expected to manage the unexpected whilst maintaining fairness for candidates and ensuring that the exam remains credible and reliable.

## Our values

We are committed to **taking care, learning, and being collaborative**. These values drive the way we behave, how we interact with each other, and how we work together to achieve our vision and improve patient care.

### We value taking care

This means we behave respectfully towards people, whatever their role, position, gender, or background. It means we act as representatives of the RCP and take decisions in the interests of the organisation as a whole.

### We value learning

This means we continuously improve through active learning and honest reflection, so that we grow personally and as an organisation, while striving for excellence. We support learning and development opportunities.

### We value being collaborative

This means we work together towards the RCP's vision in a collaborative and professional way, understanding that individuals bring different strengths and approaches to our work. We value diversity and each other's contributions.

*The RCP positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status or pregnancy and maternity.*

*The RCP is all about our people – our members, staff, volunteers and leaders. We educate, influence and collaborate to improve health and healthcare for everyone and know we can only do this by being inclusive, encouraging and celebrating diverse perspectives. Welcoming into our community people who represent the 21st-century medical workforce and the diverse population of patients we serve is a priority for us.*

As a volunteer you are expected to comply with all RCP data protection and security policies and procedures.

For review: May 2025.