



JOB DESCRIPTION

1. JOB DETAILS	
Job Title:	Workplace Based Assessment Clinical Lead
Reports to:	Assistant Director for Postgraduate Training (operationally) and RCGP Chief Examiner (clinically)
Responsible for:	The development, delivery and quality assurance of the Workplace Based Assessment component of the MRCGP
Date:	July 2021
Term of office:	Three years fixed term – renewable (subject to annual review)
Remuneration:	Circa £20,000 per annum (based on 92 sessions per year)

2. JOB PURPOSE

To be the Clinical Lead responsible for the development, delivery, and quality assurance of the Workplace Based Assessment component of the MRCGP

3. KEY RESULT AREAS

To ensure that the WPBA component of the MRCGP is delivered to a high standard and that it meets the requirements set out within General Medical Council's (GMC's) standards for curricula and assessment systems.

To Chair the WPBA Core Group, which is responsible for providing strategic guidance and technical support for the development and delivery of the WPBA and to ensure that the group has sufficient capacity and resources to discharge its responsibilities.

Working relationships.

To deputise for the RCGP Chief Examiner and Training and Registration Medical Director when required.

To provide regular reports about WPBA for the relevant RCGP Committees where necessary.

To contribute to the regulatory framework, appeals and complaints procedure for MRCGP.

To work collaboratively with College staff to produce, oversee or commission learning resources to support trainees and their trainers in their use of the Trainee Portfolio.

To work closely with the Medical Director for Curriculum and the Clinical Leads of the other MRCGP components to ensure that the MRCGP is an integrated and fit for purpose assessment which maps to the GP curriculum and which meets the GMC's requirements.

To liaise with the Chief Examiner and others in the production of communications to examiners, candidates, and trainers.

To act on the request of the Chair of Council or the Co-Chair of the SAC as a spokesperson for the College on matters relating to WPBA.

To liaise with the training manager and WPBA group to evaluate the impact of WPBA, particularly any new assessments, and to continue development of the WPBA in the light of evaluation data.

To ensure that the content and methodology of the WPBA is appropriate to the current educational climate for general practice.

To oversee the selection and development of appropriate assessment tools.

To liaise within the RCGP and with the Deaneries via the relevant committees and forge links with the secondary care education community.

To attend the relevant meetings and committees. Currently these are:

- WPBA meetings (currently three times per year including a residential retreat)
- Clinical Leads (normally three times per year including a residential retreat).
- Assessment Development Committee (normally three times per year).
- QMTS Development Committee (normally three times a year)
- To attend the annual Adjudication Committee (can be teleconference) meeting to agree the standard for the forthcoming exams
- To attend Academy meetings if these are relevant to WPBA or if deputising for the Chief examiner/ Training Manager/Co-chair of SAC
- Review Portfolios of candidates short-listed for the Frazer Rose medal – (approx ½ a day May/June each year).

4. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential Attributes:

- To be a member of the RCGP in good standing.
- To be currently in active clinical practice
- Engagement with GP education/assessment community e.g. lead deanery role such as:
 - GP Trainer
 - Associate Director
 - Programme Director
- A sound knowledge of the regulatory framework governing postgraduate medical education and the certification process for doctors completing higher specialist training.
- Understanding of assessment theory and the nature of workplace & Portfolio assessment both in the UK and elsewhere.

- Wide understanding and good working knowledge of WPBA in general practice and a clear understanding of the expected level of the candidates/trainees.
- Evidence of achievement, commitment and initiative related to assessment in General Practice.
- Understanding of the UK GP training process and the ARCP (Annual Review of Competency Progression) Panel process.
- Ability to work in a team and delegate when appropriate, and to understand the role of RCGP Staff in the effective delivery of examinations and the Trainee Portfolio.
- Demonstrable communication, team-building and leadership skills, and acceptance of the need to engage with all key stakeholders.
- Flexible, innovative and proactive style and approach.
- Tact and diplomacy.
- A commitment to upholding and promoting the values of the college and contribute to promoting and enhancing its reputation.

Desirable Attributes:

- An appropriate postgraduate qualification in medical education.
- Current or recent (within last 2 years) member of the MRCGP panel

5. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal:

- Members of the WPBA Core Group
- Training Manager and the Quality and Curriculum staff team
- Chief Examiner
- Training and Registration Medical Director
- Medical Director for Quality Management and Training Standards
- Other Clinical Leads in RCGP's Professional Training & Standards directorate (PTS)
- Assistant Director for Postgraduate Training
- Executive Director, Professional Training and Standards

External

- COGPED
- GMC
- UK Statutory Education bodies
- A wide range of stakeholders who have an interest in the MRCGP examination, including representatives from trainee, trainer and programme director groups.

NB. All post holders are expected to adhere to GDPR and ensure that they handle data in a manner that is compliant with the regulations.