Appointment of Medical Licensing Assessment
Clinical and Professional Skills Assessment
expert panel team leaders

Information for Applicants

September 2019
What is the GMC?

1. The General Medical Council (GMC) is an independent organisation that helps to protect patients and improve medical education and practice across the UK.
   - We decide which doctors are qualified to work here and we oversee UK medical education and training.
   - We set the standards that doctors need to follow, and make sure that they continue to meet these standards throughout their careers.
   - We take action when we believe a doctor may be putting the safety of patients, or the public’s confidence in doctors, at risk.

2. Every patient should receive a high standard of care. Our role is to help achieve that by working closely with doctors, their employers and patients, to make sure that the trust patients have in their doctors is fully justified.

The Medical Licensing Assessment

3. The Medical Licensing Assessment will be a demonstration that those who obtain registration with a licence to practise medicine in the UK meet a common threshold for safe practice.

4. The MLA will consist of two parts:
   - The Applied Knowledge Test (AKT): a computer-based test of applied medical knowledge, which will be constructed by the GMC and delivered to:
     - medical schools for students to take in the final stage of their medical degree
     - international medical graduates (IMGs), replacing the current PLAB test (Part 1).
   - The Clinical and Professional Skills Assessment (CPSA): the clinical examination run by:
     - medical schools for students in the final stage of their medical degree
     - the GMC Clinical Assessment Centre for IMGs, replacing the current PLAB test (Part 2).

5. The CPSA will be quality assured against a number of requirements that assessment providers must meet in order for their CPSA to be recognised by the GMC as part of
the MLA, for example CPSA design, standard setting, preparedness of examiners and patients, and data management.

6 To do this, we’ll require assessment providers to submit evidence against each requirement in order to demonstrate the quality, consistency and fairness of their CPSA and will introduce a risk-based and proportionate inspection process into our quality assurance activities. We will also need experienced assessment experts to help us develop and shape our approach to reviewing, evaluating and giving feedback and to supporting the compliance process when the MLA is introduced. This includes recruiting individuals with appropriate expertise and experience as independent and objective GMC associates to sit on and lead our expert panels.

7 Further information about the MLA is available on our [website](http://www.gmc-uk.org).

**CPSA development timeline and plan**

8 The MLA goes live in 2023. Until this time, we will be undertaking several pilots across both components of the MLA. For the CPSA, there will be two pilots running, in 2020 and 2021.

9 The first pilot will focus on the process of collecting, reviewing, evaluating and feeding back on the evidence submitted to us by CPSA providers against CPSA requirements. The purpose of the pilot is to test and revise our processes, to build familiarisation with the requirements and amend as required, and to help us set the standard for each requirement, answering questions such as ‘how much evidence is enough?’.

10 A second pilot will start in late 2020 and will focus on the process of inspecting CPSAs and reporting on compliance with the requirements. On completion of the pilots in 2020/21, we’ll start requesting evidence from all CPSA providers against all requirements and begin the process of review and evaluation in preparation for formal consideration as to whether a provider’s CPSA is compliant.

**The CPSA team leader role**

11 There are several stages in the development of this role.

**Piloting the requirements and evaluation criteria**

12 This is a chance for experienced assessment experts to help us develop and shape our approach to reviewing, evaluating and giving feedback through the pilot, which will be looking at selected evidence requested of selected CPSA providers (UK medical
schools, including new schools and overseas partners, and the GMC Clinical Assessment Centre’s PLAB Part 2).

**Inspection Pilot**

13 You’ll have a role in helping us develop the inspection process, and you’ll participate in the inspection pilot. This will involve conducting observations of CPSAs in a selected UK region, and reporting on the findings of the observations.

**Implementation phase**

14 Once the pilots are complete, you’ll help us develop training materials and train a pool of reviewers before we start to consider the evidence submitted by all assessment providers.

15 Following the training and calibration exercise, you will lead a team of three experts tasked with reviewing the evidence submitted by a small number of assessment providers in a specific UK region. As team leader, you’ll ensure consistency of approach and advice to the GMC through discussion with other team leaders, and bringing your expertise to advise us when there are differing opinions to ensure an informed, fair and sound decision is made.

16 We’ll also look to you for advice on how we can support assessment providers to meet the requirements, for example by supporting workshops on creating stations in challenging areas of practice. We are also keen for examples of good practice to be identified so these can be shared more widely, as appropriate.

17 In the first instance, we are seeking to recruit team leaders who are recognised experts in assessment, or have held senior or strategic roles in undergraduate or postgraduate medical education, assessment and quality assurance.

**What skills and experience are you looking for?**

**Specific skills and experience**

18 Expertise in, and extensive experience of, designing, running, developing or evaluating clinical assessment systems. This may include involvement in station writing, policy development or review, standard setting, psychometric analysis and evaluation and/or examiner training.

19 Undergraduate and/or postgraduate experience of training and assessing clinical and professional skills.
Experience of leading highly productive teams dealing with multiple, complex issues.

Experience of external examination of clinical exams or quality assurance reviews of clinical exams and making recommendations to education or assessment providers.

Analysis, judgement and decision making

The ability to review and synthesise large amounts of information and data to support defensible judgements about whether an assessment provider is meeting a requirement.

Experience of handling sensitive and confidential information and respecting and maintaining its confidentiality.

The ability to balance knowledge of best assessment practice with appreciation of any local constraints to support sound-decision making about feasible recommendations for each CPSA provider.

To be able to make independent and objective recommendations to the GMC in a well thought out and evidence-based way, taking into account the context in which each assessment provider is operating.

Interpersonal skills

To lead the team effectively, participate fully in meetings, share information with the team, engage in, and provide constructive challenge for, decision-making, and provide expert support to the GMC.

Communication skills

To be able to provide clear verbal or written reports on your findings and recommendations.

Promoting equality and diversity

To engage with our aim that all doctors, irrespective of their background, have the competence and skills to care for the diversity of the UK’s patient population, and understand the ethical and professional issues that arise in practising in the UK and how they impact on clinical assessments.
Are there any other criteria for the appointment?
29 Applicants will usually be practising clinicians with expertise in medical education and assessment. However, medical educators, other professionals and those who have recently demitted practice will be considered where they can demonstrate considerable expertise and experience of clinical skills assessment.

30 Clinicians must be registered with and in good standing with the GMC*.

What is the time commitment?
31 You will need to commit a minimum of 10 days a year, including any mandatory training. It may involve committing more days in some circumstance and may include travel as part of the inspection pilot.

32 Team leaders will meet occasionally in person (we expect twice a year) but we envisage that much of the contribution from members will take place electronically and that some meetings will take place via tele or video conference.

33 Team leaders will be asked to review documentation remotely and provide comment, according to an approved schedule, via email, tele or video conference in between meetings.

What can I claim for my services?
34 As a GMC associate, you will work under a Contract for Services. Associates are not employees and we engage them because of their special knowledge and expertise.

35 Associates are not employees but are subject to our conflicts of interest policy which is designed to ensure that our work is carried out free from improper influence and that it is independent, fair and devoid of bias (and seen to be so). Associates are engaged because of their special knowledge and expertise.

36 Team leaders are paid £360 per day for the provision of the services. The full fee detail will be provided on appointment. GPs are able to claim a higher locum fee under certain circumstances.

37 You will be eligible to claim travel and subsistence expenses in accordance with the current Associates Expenses Claim Policy and Procedure. All travel and

* There are no fitness to practise proceedings in progress or contemplated by the GMC.
accommodation is booked through the GMC’s travel booking system which will ensure that appropriate discounts may be applied to travel arrangements.

Equality and diversity is important to us

38 We are committed to being fair, and meeting our legal responsibilities under the Equality Act 2010. We will not discriminate against anyone on the grounds of a ‘protected characteristic’ when making appointments.

39 We are fully committed to making the appointment process accessible at all stages for any applicants with a disability or other specific requirements. This may include providing application forms in an alternative format or making adjustments to the interview process. Please contact Associate Services if you would like to discuss your requirements in more detail.

How can I apply?

40 You need to complete an application form detailing how you meet the criteria set out in sections 18-28 above.

41 When completing the online application form, you must demonstrate, by using specific examples, how your experience matches the person specification detailed above, concentrating on your role, process and outcomes. Please refer to the ‘Guidance notes making the most of your application’ for further information.

42 Your application will be marked on the ‘Reasons for Application,’ and all five questions that relate to the skills and experience section outlined above.

43 Shortlisted applicants will be invited to an interview.

44 You must submit your application by midnight on 30 September 2019.

What will happen next?

45 In appointing the team leaders we will have regard to the need for balance in terms of diversity, skills and experience skills across the expert panel.

* The nine ‘protected characteristics’ under the Equality Act 2010 are age, disability, sexual orientation, religion and belief, race, sex, gender reassignment, marriage and civil partnership, and pregnancy and maternity.
Appointment is conditional on the outcome of the shortlisting/interview process, receipt of satisfactory references and the outcome of the basic criminal background check.

Candidates will be notified of the outcome of the shortlisting stage by **10 October 2019**.

If you are successful at the shortlisting stage, you will be invited to attend an interview **week commencing 18 November 2019**, for which you will be expected to do some preparatory work assessing an example evidence submission against the requirements.

If you are successful, you will need to attend a calibration/training day in January 2020.