

Intercollegiate Committee for Basic Surgical Examinations (ICBSE)

ICBSE Chairman – Job Description

The ICBSE Chairman reports to the Joint Surgical Colleges Meeting and is responsible on behalf of the Colleges for the efficient and effective management and continuing development of the Intercollegiate MRCS and DO-HNS examinations both in the UK and overseas.

The Chairman is ultimately responsible for ensuring that the examination is fit for purpose and meets the GMC regulator principles and standards for assessment, and that it evolves to meet the changing needs of postgraduate medical training and assessment.

The key responsibilities of the Chairman are:

- To provide leadership for the operation and development of the MRCS and DO-HNS and to act as its spokesperson
- To chair meetings and set the calendar of the ICBSE meetings (held in rotation in London, Edinburgh, Glasgow and Dublin)
- To resolve urgent matters between meetings, liaising with sub-group chairmen, fellow committee members and Heads of Examinations as appropriate
- To arbitrate in matters of contention and dispute
- To act as the key point of advice for the ICBSE Manager and other ICBSE administration staff
- To chair the Appeals Panel for candidate misconduct cases as required (none held to date)
- To monitor the ICBSE budget and report to the Intercollegiate Planning and Review Group
- To approve the appointment of examiners nominated by the 4 Colleges
- To sit on related intercollegiate groups.
- To respond to government initiatives relating to examinations
- To provide an annual report of activities to the Presidents and Regulator.

The Chairman will be appraised annually by two of the Presidents from the four Surgical Royal Colleges. The term of appointment is normally three years.

On average, the time commitment for meetings will be approximately 30 days p.a. as follows:

- Chairing ICBSE main meeting
- Other ICBSE Meetings as appropriate
- Attending the Joint Surgical Colleges Meeting meetings

- Representing ICBSE at Joint Committee on Intercollegiate Examinations meetings. May be by teleconference and report electronically.
- Representing ICBSE at Intercollegiate Surgical Curriculum Programme meetings. Curriculum Development Assessment Group. May be by teleconference and report electronically.
- Representing ICBSE at one-off development and other meetings (with regulator), and dealing with ICBSE correspondence etc. May be by teleconference and report electronically.
- Representing ICBSE at Joint Committee for Surgical Training Meetings. May be by teleconference and report electronically.
- Representing ICBSE on the JCST Core Surgical Training Committee
This is a small, high level, light touch group to oversee core surgical training throughout the UK, with the following functions and responsibilities:
 - To oversee the maintenance, updating and development of the curriculum for core surgical training and to demonstrate leadership in implementing it;
 - To support those responsible for delivering core surgical training by setting specific standards to supplement the GMC's *Generic Standards for Training*;
 - To advise the JCST and Surgical Colleges on all matters relating to core surgical training.

The employer of the successful applicant can be compensated for 2 PAs, paid at basic rate exclusive of any clinical excellence awards.

For an informal discussion of these duties, please contact:

Lee Smith on 0207 869 6282 lsmith@icbse.org.uk

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