

The Medical Licensing Assessment - Applied Knowledge Test (MLA AKT)

Standard Setting Panels

Job description and person specification

Job Title

MLA AKT Standard Setting Panel Member

Job Summary

The Standard Setting Panels will be responsible for reviewing items for the AKT for content relevance and perceived level of difficulty and reaching a final joint decision on the standard of each item in collaboration with the rest of the panel. Items will be scored using an approved standard setting methodology in addition to a review of performance psychometrics. Applicants will be expected to review AKT items across the range of areas of clinical practice and other relevant domains of the MLA content map, including those which may not be within their own clinical specialty.

The panels will report to the Standard Setting Group.

Skills and experience required

Applicants should be of Consultant, General Practitioner (or equivalent senior academic status) or Specialist Trainee or equivalent Staff and Associate Specialist (SAS) grade and should come from clinical specialties involved in the delivery of undergraduate medical education and assessment.

Applicants will normally have an honorary or substantive contract with a UK university that has a medical school. Where this is not the case they should obtain approval for their application from Head of the Medical School or nominated deputy. They will have been actively engaged in the teaching and/or training of medical students within the last two years.

Applicants should have a current licence to practise. However, those who have recently demitted practice will be considered where they can demonstrate the relevant skills and experience.

Applicants should have considerable understanding of the knowledge, skills, duties, responsibilities and competencies expected of a doctor in a first appointment within the UK Foundation Programme.

Applicants will have expertise in medical education and assessment. They will have local and/or national expertise of standard setting at Finals-level or similar. They will be familiar with item writing and quality assuring items. They will be expected to engage in constructive discussions of item content and standard as defined by the relevant anchor statement.

Applicants must have an understanding of and a commitment to addressing equal opportunity, diversity, and inclusivity, with a non-discriminatory approach to cultural differences and all other protected characteristics and an appreciation of the issues faced by newly qualified doctors.

Applicants should be up to date as appropriate with CPD requirements and relevant national guidelines, including EDI training.

Time Commitment

Panel members will need to commit a minimum of two days face-to-face meetings each year, normally held at Warwick University or in London in the summer, with additional pre-scoring required ahead of the meeting.

You will also be required to attend initial mandatory training; these sessions will be carried out remotely via Teams or zoom.

Appointments will be for a 4 year term after which there will be an option to reapply along with any new candidates who want to put themselves forward. Members who fail to attend the required number of meetings or to meet the required standard of work may be asked to step down.

Members are expected to attend a minimum of three of the four annual meetings during a four-year term. The Chair may consider exceptional circumstances where attendance requirements cannot be met. Continued membership may be reviewed where attendance falls below this level.

Payment and expenses

MSC established a Finance and Infrastructure Group to determine the most appropriate way for resourcing the MS AKT on an ongoing basis. Heads of schools have agreed that appointment to the Group will be recognised in job plans and that the time required to carry out the role will be protected time. Travel expenses incurred by members through their role on the Standard Setting Panel will be paid by MSC. The terms and conditions for such payments are set out in an MSC travel and expenses policy.

Equality and diversity is important

MSC is committed to being fair and going beyond our legal responsibilities under the Equality Act 2010. It will not discriminate against anyone on the grounds of a 'protected characteristic'¹ when making appointments and actively encourages applications from doctors from groups that share protected characteristics.

It is fully committed to making the appointment process at all stages and experience in the role accessible for any applicants and successful appointees with a disability or other specific requirements. This may include providing application forms in an alternative format or making adjustments to the interview process, as well as holding meetings in accessible venues and making adjustments to sessions as required.

¹ 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.

Person specification

General and professional education	Essential	Desirable
Holds a medical qualification such as MBBS or MBChB or an equivalent	✓	
Has a Licence to Practise	✓	
Has a qualification in medical education with a minimum PGCert MedEd or SFHEA or equivalent		✓
Has an honorary or substantive contract with a UK university that has a medical school or has approval of the Medical School Dean or a nominated deputy	✓	
Experience and knowledge		
Actively engaged in the training of medical students within the last two years	✓	
Good understanding of the principles of medical education, including knowledge-based assessments	✓	
Understanding and experience of using standard setting methodology for examinations (e.g. Angoff/Hofstee/test equating)	✓	
Understanding of quality assurance processes for examinations (e.g. question performance)	✓	
Previous experience of question writing for undergraduate examinations	✓	
Able to demonstrate a commitment to and understanding of key issues around EDI in medical education particularly in relation to assessment	✓	
Up to date with: - Employer's equality and diversity training - CPD requirements - GDPR training	✓ ✓	✓