



**Regulations relating to the examination for Membership
of the
College of Emergency Medicine (MRCCEM)
Applicable from the Spring 2015 sitting**

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Main changes to regulations from Spring 2015

The whole MRCEM **must** be completed within **four years** of **passing** the Part A examination.

The total number of candidates for Part B examination is not restricted; however the total number of places for Part C examination is restricted.

Candidates **must** apply for both parts of the examination.

The Part B will be allocated to the next diet.

The Part C will be allocated to the next available place - which may be later in the year.

Candidates will be offered a place at the next available Part C examination regardless of whether or not they have passed the Part B examination.

Allocations will be made as soon as possible and will be sent to candidates when complete.

This may take some weeks /months after application

Priority for the Part C at UK centres will be given to UK trainees, and allocated according to the seniority of the trainee. This is to ensure that candidates who are relying on success in the MRCEM for progression to higher training are guaranteed a place at the Part C examination.

When a candidate has passed either the Part B or Part C examination the result stands until either the number of permitted attempts has been exceeded or it has been four years since passing the Part A examination.

Please review Appendix 1 of these Regulations where a flowchart of the examination process is shown.

This change relates to examinations held in the UK and overseas centres.

The Royal College of Emergency Medicine reserve the right amend the dates and venues of an examination without prior notice to candidates. If for any reason an examination is cancelled the candidates will be informed as soon as the decision has been made and an alternative venue will be offered. Candidates who have already been accepted to sit the examination will be informed of such changes when they become available.

Introduction

The Membership Examination of the Royal College of Emergency Medicine (MRCEM) assesses the knowledge, skills and competency necessary for the clinical practice of Emergency Medicine in the United Kingdom and Ireland, at the level of the senior decision maker. This is defined currently as the equivalent of the ST4 or specialty doctor.

The standard is at a level suitable to supervise foundation and core trainees and to provide senior clinical decision making when there is no consultant presence in the department.

These regulations are from and including the **Spring sitting of 2015**. These regulations provide the formal framework as to how the examination will be conducted.

Candidates should be aware that when signing the application form they are confirming that they have read the regulations. Therefore, no appeals against the processes described herein are possible.

Candidates and their trainers should be familiar with the curriculum approved by PMETB (now the GMC) in June 2010 for Acute Care Common Stem (ACCS) training and the CT3 Emergency Medicine year (PEM and additional adult content):

<http://www.collemergencymed.ac.uk/CEM/Training%20and%20Examinations/Curriculum/Curriculum%20from%20August%202010/default.asp>

Candidates should note that because Part A tests applied basic sciences, the basic science element of the acute and major presentations will be included as well as the basic science curriculum (appendix seven of the main curriculum).

The MRCEM examination will also run in overseas countries; in those countries, up to 15% of the overall content of the MRCEM examination **may** reflect the local case mix. The examination will itself require the same standard to be demonstrated. Separate regulations concerning the application and re-application are found on the College website for international examinations.

Guide to the scope of the examination

Part A assesses the basic sciences applied to Emergency Medicine.

Parts B and C assesses the common competences and clinical competences required for the evaluation and immediate management of common clinical conditions seen in the Emergency Department in adults and children. The full breadth of the major and acute presentations listed in the ACCS curriculum will be tested. Additional presentations in the higher training curriculum will not be tested in the examination.

Competence in children's emergencies is expected at a level delivered in a general Emergency Department and focuses mainly on the seriously ill and injured child, or the management of common childhood emergencies.

Format of the Examination

The examination consists of three parts, Part A, B and C.

Part A

This is a multiple choice question examination (MCQ) consisting of 50 questions, each with four stems requiring true or false answers. The paper is not negatively marked. There will be two examination sittings per year.

Duration: Two hours

Part B

This is a short answer question examination (SAQ) consisting of 16 questions.

There will be two examination sittings per year.

Duration: Two hours

Part C

This examination consists of 18 Objective Structured Clinical Examination (OSCE) stations which, will normally have two rest stations.

There will be up to four examination sittings per year.

Each OSCE station, is awarded either a "pass" or a "fail". Candidates are required to pass 14 of the 18 stations to pass the whole examination overall.

Duration: Approximately Two and a half hours

The Royal College of Emergency Medicine reserve the right to amend the dates and venues of an examination without prior notice to candidates. If for any reason an examination is cancelled the candidates will be informed as soon as the decision has been made and an alternative venue will be offered. Candidates who have already been accepted to sit the examination will be informed of such changes when they become available.

All parts of the examination are conducted in English.

Candidates sitting the examination for the first time **must** apply for Parts B and C together.

Part A **must** be passed before attempting Parts B and C.

General Criteria for Eligibility

1. Primary medical qualification

The candidate **must** hold a primary medical qualification that is acceptable to the United Kingdom General Medical Council (GMC) for full registration or to the Irish Medical Council (IMC) for full or provisional registration.

2. Registration with the required authority

The candidate **must** also hold full current registration with their required authority. For the United Kingdom and Ireland, this will be the GMC or IMC. For overseas candidates this will be the medical council for the country where they work and reside. For Part A candidates who are at FY1 level or equivalent provisional registration with a licence to practise will be accepted.

3. Registration of training

United Kingdom trainees in Emergency Medicine Core Training posts **must** register with the Training Standards Committee (TSC) of the College of Emergency Medicine and **must** have paid their training fee.

Please note: registration/training fee is separate from membership of the College. If you are unsure whether you have registered, or if you have a query about your registration, please contact the College's Training Department.

4. **Geographical location**

Candidates are expected to sit the examination in the country where they work/reside or in the country where there is an arrangement with a college or academic institution to provide this facility.

Overseas Centres available

Oman	–	Part A only
India	–	Parts A, B and C
Singapore	–	Part A only

Candidates are also expected to resit the examination in the country where they sat the examination for the first time. Requests to sit the examination at a different centre are at the discretion of the Royal College of Emergency Medicine. Priority for UK places will be given to UK trainees.

Candidates working in the UK and Ireland are **not** permitted to apply for overseas examinations.

For further information on examination dates, fees and locations candidates should visit the College website.

5. **Candidate preparedness**

It is the responsibility of the candidates to ensure that they are fully prepared for the examination. In addition to this candidates **must** ensure that they are in good physical and mental health to sit the examination. Failure to disclose illnesses will not be considered as mitigating circumstances or grounds for a refund.

Part A – Eligibility Criteria

Part A may be taken in the first year of medical practice. In the United Kingdom this will be the first foundation year or equivalent.

Parts B and C – Eligibility Criteria

1. **Part A or equivalent success**

Candidates **must** have passed the MRCEM Part A **or**:

- the Primary examination of the Australasian College of Emergency Medicine
- the Primary examination of the Hong Kong College of Emergency Medicine
- the Primary examination of the South African College of Emergency Medicine
- be DRE-EM programme trainees with MRCS and MRCSI achieved from 2012 onwards:

Candidates are required to send in proof when applying to sit the Part B and C examinations that they are enrolled on the DRE-EM programme and all fees have been paid

2. **Relevant experience and evidence**

- 36 months minimum experience within which
- six months **must** be in Emergency Medicine at a level above Foundation year 1 (post full registration) and ideally at Core training level or equivalent
- **Trainees are also required to have an** ARCP CT1 (Outcome 1: achieving progress and competences at the expected rate) ACCS signed off or for DRE-EM trainees, a CT3 ARCP sign off.

- **Non-Trainees** are also required to provide confirmation of competences equivalent to ACCS CT1 (see College website for further information) and to be signed off by their current Consultant who **must** complete the declaration on the application form

3. Completion of application form

The candidate **must** complete the application form correctly and in its entirety. Full details of each post, grade, specialty and supervisor's name **must** be completed and all time **must** be accounted for since qualifying.

It is not possible for the College to judge the content or experience gained in posts overseas. **The educational supervisor/sponsoring consultant must ensure that the candidate is familiar with the curriculum and standard required.**

4. Post type

Full – Time

Each post should consist of continuous service for a minimum of four months.

Part – Time

Total time in part-time posts **must** be equivalent to full-time posts.

UK and Irish Trainees

Completion of programme is sufficient.

Non Training Programme

All posts **must** be a minimum of Four months continuous service or equivalent for part-timers.

Locum posts

Are only accepted for full – time posts only and they **must** be four months or more in length with evidence of educational supervision.

Maternity leave

Candidates are permitted to apply from maternity leave – although the College believes that candidates are more likely to be successful if working within the four months prior to the examination.

Unemployment

Candidates who have been unemployed for more than four months will **not** be permitted to enter the examination.

Eligibility

The decision (in writing) from the College will not be given until the fully completed application form and the appropriate fees have been submitted and checked by the Examinations Officer. **No advice on eligibility will be given over the telephone.**

Applicants **must** be eligible for the relevant part of the examination by the time of the examination sitting and **not** the time of application. This allows candidates to apply in advance of completion of the recommended experience. Failure to complete the anticipated experience will disqualify the candidate from the examination. Candidates are however reminded that failure to acquire the relevant knowledge and competencies will jeopardise their chance of success in the examination.

Application process:

A separate application form for Part A plus one for Parts B and C.

1. The application form

Candidates **must** apply for Parts B and C at the same time.

Any candidate resitting an examination **must** use the correct form. A form will be sent for application for resit by the Examination Officers after the examination results have been published. Applications for resit will not be accepted on a first timer form.

2. Allocation of places

The total number of candidates for the Part B examination is not restricted; however the total number of places for Part C examination is restricted. Candidates **must** apply for both parts of the examination but will initially only be allocated to the Part B examination.

Allocation of part C places will occur once the application window is closed and will be made on the basis of seniority. Candidates will sit the Part C examination regardless of whether or not they pass the Part B examination. The Part C examination allocation will be sent to candidates as soon as they have been finalised. Priority at UK centres will be given to UK trainees. This is to ensure that candidates who are relying on success in the MRCEM for progression to higher training are guaranteed a place at the Part C examination

When a candidate has passed either the Part B or Part C examination the result stands until either the three attempts have been exceeded or it has been four years since passing the Part A examination.

This change relates to examinations held in the UK and overseas centres.

Please review Appendix 1 of these Regulations where a flowchart of the examination process is shown.

- Part A and B – unrestricted places available (two sittings per year)
- Part C – 180 places available per sitting (up to four sittings per year)

3. Evidence required

Applications will only be considered once all documentation is received, with the relevant fees; incomplete applications will not be accepted.

Application closing dates

Applicants for the Membership examinations are advised that the College will be moving to electronic applications in the Spring of 2015.

The first examination will be the Membership Part A for June 2015. Applicants should note that there will be a fixed window of application.

Application for entry to any part of the examination **must** be submitted electronically by no later than **5.00pm** on the published closing date; there will be no opportunity to apply via paper applications and there will be no allowance for late applications.

Applications will be acknowledged within three weeks of receipt (wherever possible). Candidates who do not receive an acknowledgement must assume that the application form has not been received.

The College will not take any responsibility for applications not submitted.

Resit candidates

The whole MRCEM **must** be completed within **four years** of passing the **Part A examination** (see **Appendix 1**)

After **four attempts** at the Part A examination the candidate **must** agree a detailed programme of training and preparation (see **Appendix 2**) that address deficiencies and submit with their resit application form. This programme **must** be completed before re-application and the educational supervisor **must** sign that the programme was undertaken satisfactorily.

After **four attempts** at the Part B examination the candidate **must** agree a detailed programme of training and preparation (see **Appendix 3**) that addresses deficiencies and submit this with their resit application form. This programme **must** be completed before re-application and the educational supervisor **must** sign that the programme was undertaken satisfactorily.

Candidates may sit the Part C **four times**. Failure at the fourth attempt will result in the candidate having to resit the Part B examination. Candidates who are required to resit Part C **must** agree a detailed programme of training and preparation that addresses deficiencies and submit this with their resit application form (see **Appendix 4**).

Candidates must pass the Part B and C examinations within four years of passing the Part A examination.

The College reserves the right to refuse entry to the examination after further failure following the described additional training. The College does not think it appropriate that candidates submit themselves for the examination repeatedly.

The trainer **must** ensure that the candidate is familiar with the curriculum and competency standard required.

Confirmation of eligibility

All correspondence from the College will be by email with a Royal Mail letter to follow where necessary. Candidates **must** provide a working email address and are responsible for updating the College if this changes. Failure to provide notice of change of address or email will not be considered as mitigating circumstances for a refund.

Withdrawal from examination

Notice of withdrawal from any part of the Examination **must** be given in writing (letter, fax or email) to the appropriate Examinations Officer. Candidates will be asked to provide evidence for their reason for withdrawal.

Refunds or transfer of fees will not be made for any part of the examination where candidates submit their withdrawal request after the published closing date.

Exceptionally, the Dean and Director of Examinations may refund fees - for circumstances which can be substantiated. This will normally be in the following circumstances:

- Significant personal illness which precludes physical attendance at the examination
- Personal involvement in an accident which precludes physical attendance at the examination
- Death of a close relative (parent, sibling, spouse or child; the candidate **must** prove their relationship to the relative if they do not share the same surname).

Documentary evidence is required in all cases and **must** be submitted with the request for withdrawal.

Any request for refund/deferral (accompanied by supporting evidence) **must** be submitted within two weeks of the Examination taking place if it is to be considered. No consideration to refunding fees will be given, irrespective of the circumstances, thereafter. Decisions on these cases will be made by the College of Emergency Medicine, whose decision is final.

Conduct of the examination

A senior member of the Examination Department staff at the College office will normally be present throughout the entire period of the examination. Candidates are strongly advised to contact the Administration staff present if they have concerns of any kind.

Candidates **must** bring photographic proof of identity to the examination for **all** parts of the examination. Suitable proof of identity **must** be an official document, such as current passport or driving licence that includes the candidate's name, signature and photograph.

Improper conduct by examination candidates

In the case of improper conduct of an examination candidate as defined below, the College may refuse a candidate entry to the current or future examinations.

Improper conduct is defined as (This list is not exhaustive):

Dishonestly obtaining or attempting to obtain entry to the examination by making false claims about eligibility for the examination or falsifying any aspects of the entry documentation.

Obtaining or seeking to obtain unfair advantage during an examination, or inciting other candidates to do the same. Examples of unfair advantage are:

- having on the person any material that would give advantage in an examination once the examination has commenced (this includes electronic communication devices),
- communicating or attempting to communicate with another candidate once the examination has commenced, including passing information about the contents of the Part C to candidates on subsequent days of the same sitting,
- refusing to follow the instructions given by examiners or examinations staff concerning the conduct and procedure for the examination. For example, any candidate continuing to write/erase/interfere with their answer sheets after the bell at the end of a written examination will be immediately disqualified.

Removing or attempting to remove from the examination any confidential material relating to the conduct of the examination.

Obtaining or attempting to obtain confidential information concerning the examination from an examiner or examination official.

Passing confidential information on the content of the examination to a third party.

In cases of serious misconduct not relating to the examination, the College may decide that a candidate should not be allowed to proceed further with the examination or, having passed the examination, may not be admitted to Membership.

In the event of suspected improper conduct, the Dean of the College in conjunction with the Examinations Manager will instigate an enquiry. The results of this enquiry **must** will be

made available within 30 working days of the examination and be reported to the Education Committee. In the case of serious misconduct, the College may decide to refer the case to the GMC.

Appeals are not allowed against disqualification.

Equal opportunities

The College of Emergency Medicine endeavours to make every effort to provide an environment for candidates that is free from discrimination. It is the policy of the College that no candidate receives less favourable treatment than another on the grounds of age, gender, sexual orientation, marital or parental status, race or ethnic origin, colour, creed or religion, disability, political belief or social class or any other irrelevant distinction. The College seeks to assess candidates on the basis of merit, competency and potential.

To achieve this, the College has implemented the following strategies:

- formal mechanisms for training examiners
- improved equal opportunities awareness for departmental staff with regard to examinations practice and service
- monitoring admissions and examination results in relation to changes in the candidate population profile
- monitoring of:
 - modes of assessment
 - examiner behaviour
 - examiner population profile
- a review of results and appeals procedure
- review of policies and practices for fairness and relevance
- special arrangements policy for candidates with disabilities and/or other specific requirements
- policy for consideration of candidates' exceptional circumstances

The College is committed to promoting a diverse workforce within the specialty. Candidates **must** therefore complete an equal opportunities monitoring form. Personal details of candidates will be kept confidential and in accordance with the data protection act. The College monitors success of different groups as part of the examinations process Quality Assurance.

The College will not accept behaviour from staff, members, examiners or candidates, which constitutes sexual or racial harassment or that which results in unlawful discrimination on any grounds. The College adheres to the provision for the protection of the rights of the individual within the following legislations:

- *The Sex Discrimination Act – 1976/1986*
- *The Disability Discrimination Act – 1995*
- *Special Educational Needs and Disabilities Act 2001*
- *The Race Relations (Amendment) Act – 2000*
- *Data Protection Acts 1984 and 1998*

The College maintains the right to discriminate lawfully in the interests of the medical/dental profession and this policy encompasses any regulations applied by relevant statutory or regulatory bodies such as the General Medical Council and General Dental Council.

Results

The examination results are published on the College website showing the candidate number and pass or fail.

The Part A and B results will normally be published **two weeks** after the date of the examination.

The Part C results will normally be published **three weeks** after the last day of the examination.

Post Examination feedback

Feedback is limited to the areas in which the candidate performed badly in and will normally be available within four to six weeks after the examination results have been published.

Please note: The College will not under any circumstances release any additional information to candidates on their performance.

Grounds for appeal against the examination results

Candidates who wish to appeal to the conduct of the College examinations **must** do so in writing within 20 working days of the last day of that section of the examination in that sitting.

Appeals will only be considered on the grounds of allege misadministration, bias or impropriety whether in the conduct or in the determination of the result of the examination. Appeals disputing the academic judgment of the examiners **will not** be considered.

Appeals will only be considered after the remainder of the examination is completed and the results released.

The full examination appeal process can be found on the College website.

Provision of services for candidates with special needs

The following table indicates the special provisions available for those candidates that require special needs. Any candidate who wishes to have special provision made **must** indicate the requirements at the time of application. The responsibility for requesting special provisions lies with the candidate. Candidates **must** provide a report from a relevant professional outlining their specific needs or adjustments required. The candidate **must** also confirm that their trainer and/or head of school of emergency medicine is aware of their special requirements and is supportive of their application for the examination.

Candidates who are **not working** at the time of the examination due to temporary ill-health or who are on sick leave are considered to be ineligible for the examination and will need to submit written medical evidence to the College that they are able to take the examination if they wish to sit.

Pregnancy – examination deferral

An examination deferral, with no financial penalty, may be permitted to a candidate supplying an appropriate medical report which satisfies the College indicating that:

- a) the candidate has any pregnancy related problems or illness and/or
- b) the candidate's confinement is due shortly before or around the date of the examination.

In such circumstances a deferral will be permitted and no further fee will be required.

If a candidate will be pregnant at the time of the examination you **must** advise us of this as soon as you know. We would expect candidates who are in their third trimester at the time of the examination to have informed us by the sixteenth week of pregnancy. Details of the candidate's expected due date should be notified to the College and where possible, at the time of the application. Deferral because of a spouse's confinement is not normally granted. If candidates choose to apply for the examination knowing that they will be in their third trimester at the time, they will not be refunded the fees if they then withdraw except in the circumstances detailed above.

Each case will be assessed by the College on its own merit. Candidates will be notified in writing of the outcome of their application for special consideration and of the arrangements that will be made to meet their needs.

Category	Special Provision(s)		
	Separate Rooms	Extra Time	Other
Visual Impairment	Yes	Yes in written only	<ul style="list-style-type: none"> All written material whether in written examinations, orals or clinics enlarged, where possible Possible use of a computer in written examinations Possible use of a scribe to transfer MCQ answers to optically marked sheet Additional lighting Any photographic material should be enlarged Informing relevant examiners in orals and clinics
Hearing Impairment or deafness	Yes (for orals)	No	<ul style="list-style-type: none"> Written instructions issued at the start of an examination or seated near front of examination hall Sign language interpreter Informing relevant examiners
Speech Impairment	No	Possibly (in orals only)	<ul style="list-style-type: none"> Informing the relevant examiners in orals
Dyslexia	Yes	Written only	<ul style="list-style-type: none"> All written material in 'dyslexic friendly' fonts All written material on appropriately coloured paper if required Use of computer in essay style examinations Additional lighting Specific formatting Double marking of scripts
Mobility problems which may: <ul style="list-style-type: none"> Restrict access to certain rooms or ability to carry out clinical examination of patients Reduced ability to sit for long periods of time e.g. back or neck problems or later stages of pregnancy	Yes if access difficult Yes	No Yes	<ul style="list-style-type: none"> Ensure access is possible for all rooms and appropriate toilet facilities are available Adjustable chair In clinical examinations – patients in adjustable beds Adjustable chair
Wheelchair user	No	No	<ul style="list-style-type: none"> Ensure access is possible for all rooms and appropriate toilet facilities are available. Assistance with moving from station to station in the OSCE examination.

			<ul style="list-style-type: none"> • Candidate instructions given to candidate to read whilst being moved from station to station. • Any adjustments that are made in the workplace are taken into consideration.
Difficulties with writing e.g. Arthritis or RSI	Yes	Yes written only	<ul style="list-style-type: none"> • Use of a scribe appointed by the College
Reduced stamina e.g. ME	Yes	No	<ul style="list-style-type: none"> • Timetable oral or clinical examination in morning
Dietary problems e.g. Diabetes	No	No	<ul style="list-style-type: none"> • Allowed to bring food/drink into the examination hall • Provide refreshments at orals & clinical examinations
Mental Health Problems such as: <ul style="list-style-type: none"> • Claustrophobia • Agoraphobia • Panic attacks 	Yes Yes Yes	No No No	Provision of a separate room in case the candidate suffers an attack and behaves in a manner that would disrupt the other candidates
Mitigating circumstances: <ul style="list-style-type: none"> • Temporary conditions due to illness or injury on the day of the examination • Disruption during the examination 	No Possibly No	No Possibly (Written only) No	Possible effect on performance <ul style="list-style-type: none"> • May need scribe or disabled access depending on nature of injury Possible effect on performance <ul style="list-style-type: none"> • To be considered by the examiners at the adjudication stage

Candidates should note that there is no extra time possible in OSCEs by the nature of the examination itself.

Data Protection

Under the Data Protection Act 1998, the information provided by you on your application form and your examination result may be processed and passed to the examiners, your College Tutor, Postgraduate Dean, employer etc. for legitimate purposes connected with your training. If you registered or anticipate being registered with the GMC then your personal data, including your examination results, will be passed to the GMC for quality assurance and research purposes and to facilitate the awarding of certificates for completion of training (CCTs).

Disclosure of information

Under the Data Protection Act 1998, the information provided on this form and your examination result may be processed and passed to examiners, your College Tutor, Postgraduate Dean, employer, etc. for legitimate purposes connected with your training. If you are registered or anticipate being registered with the GMC then your personal data, including data about your examination results, will be passed to the GMC for quality assurance and research purposes and to facilitate the awarding of certificates of completion of training (CCTs).

Election to Membership and Annual Subscription fees

Persons holding a medical qualification and who have been successful in the membership examination are eligible to apply for Membership of the College allowing use of post nominal 'MRCEM'.

All member will each pay an annual membership subscription determined by the Council of the College. Failure to pay the relevant subscription will render the post-nominal "MRCEM" invalid.

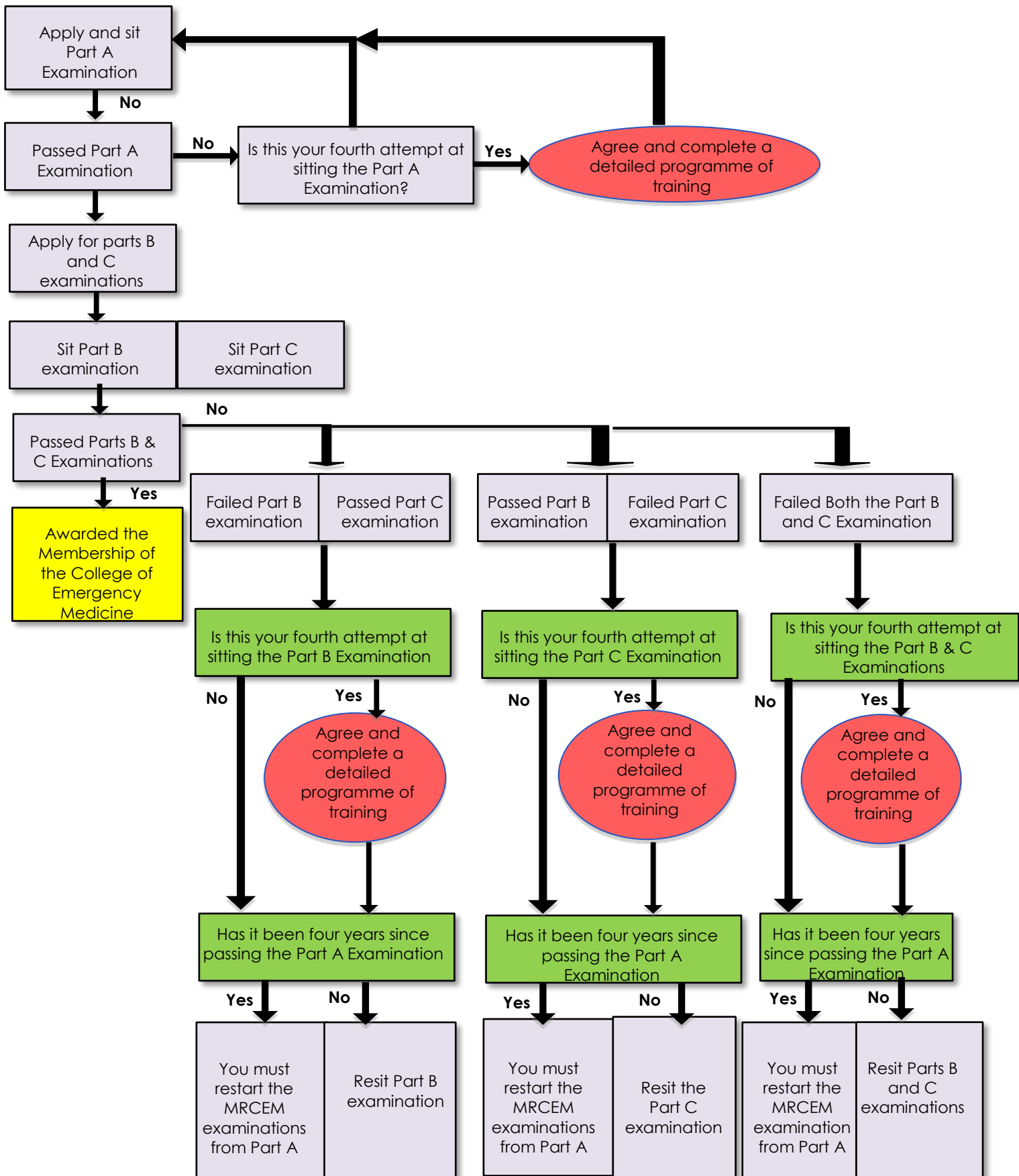
Diploma Ceremony

New members will automatically be invited to the Diploma Ceremony for the presentation of the diploma.

Alison Gourdie Medal

Each year, the candidate with the best overall performance from all successful candidates in both sittings of the MRCEM examination will receive the Alison Gourdie Medal, awarded at the annual College Scientific Meeting.

Appendix 1 – Flow chart for Parts A, B, and C



Appendix 2 – Programme of training

Suggested preparation plan for MRCEM Part A

This template is offered to indicate the required detail of a personal development plan, submitted in support of application for MRCEM Part A from a candidate who has not been successful on multiple occasions.

The exact format is not specified but the elements that are required are outlined below:

Summary of examination attempts:

Date	Mark	Date	Mark

Summary of known deficiencies:

Anatomy	
Physiology	
Pharmacology	
Pathology	
Microbiology	
Evidence Based Medicine	

Preparation for the Part A examination is deemed to require at least **six months** of focused preparation. Candidates may wish to revisit undergraduate basic sciences and to focus particularly on anatomy and physiology as well as the other basic science components.

Summary of discussion of trainee strengths and weaknesses, based on observation AT WORK

Personal objectives and learning outcomes: *these depend on the deficiencies listed above but should be articulated in response to feedback*

Study plan

Date	Activity	supervisor

Trainee Name.....

Trainee Signature.....

Date.....

Trainer/supervising consultant Name.....

Trainer/supervising consultant Signature.....

Date.....

Appendix 3 – Programme of training

Suggested preparation plan for MRCEM Part B

This template is offered to indicate the required detail of a personal development plan, submitted in support of application for MRCEM Part B from a candidate who has not been successful on multiple occasions.

The exact format is not specified but the elements that are required are outlined:

Summary of examination attempts:

Date	Parts attempted	Parts successful	Parts failed

Summary of known deficiencies:

Clinical SAQ	

Summary of discussion of trainee strengths and weaknesses, based on observation AT WORK

Personal objectives and learning outcomes: *these depend on the deficiencies listed above but should be articulated in response to feedback*

If the candidate was unable to select priority actions in the SAQ, the learning outcome might be:

- *Interpret clinical data with accuracy and clearly describe the priority steps to be taken to treat any abnormality.*

Learning plan (example)

Date	Activity	supervisor
<i>December</i>	<i>Weekly 1 hour session – review of all clinical results and 20 abnormal x-rays with consultant – describing the abnormality and listing the priority actions</i>	<i>Dr XX</i>

Signed:

Candidate.....

Date

Signed:

Supervising consultant.....

Date

Appendix 4 – Programme of training

Suggested preparation plan for MRCEM

This template is offered to indicate the required detail of a personal development plan, submitted in support of application for MRCEM Part C from a candidate who has not been successful on multiple occasions.

The exact format is not specified but the elements that are required are outlined:

Summary of examination attempts:

Date	Parts attempted	Part successful	Part failed

Summary of known deficiencies:

OSCE	

Summary of discussion of trainee strengths and weaknesses, based on observation AT WORK

Personal objectives and learning outcomes: *these depend on the deficiencies listed above but should be articulated in response to feedback.*

Learning plan

Date	Activity	supervisor
October	Practical skills – must be able to communicate with the patient at the same time.	Dr XX
November	History taking – elicit a history identifying what specific aspects of the examination would be sought to confirm or refute diagnosis	Dr YY
December	Patient examination	Dr XX
January	Communication – requires empathy, appropriate timing but may also require focused questioning to inform the next steps and provide context to the news.	Dr YY

Signed:

Trainee.....

Date

Signed:

Trainer/Supervising Consultant.....

Date