



MALTA COLLEGE OF FAMILY DOCTORS  
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***Call for Assessment Team responsible  
for the Summative Examination of Specialists in Family Medicine 2024***

The Council of the Malta College of Family Doctors invites interested MCFD members to be part of a team responsible for organising the Summative Examination of Specialists in Family Medicine 2024.

This team will coordinate and manage the preparation and execution of the Summative Examination.

It should be noted that the official examinations of MCFD are the Applied Knowledge Test (AKT) and the Recorded Consultations Assessment (RCA).

The additional role of Assessment Lead will be assigned to one of the Assessment team members as agreed by the same members.

The remuneration of the team shall be tied with that agreed for GP trainers in the MAM-Government agreement.

**Applicants will need to satisfy the following criteria:**

- Be **paid-up full members** of the Malta College of Family Doctors
- Be **in good standing** with the Malta College of Family Doctors
- Have been **listed on the Specialist Register** of Family Medicine for at least 5 years
- Must **have practised or are practising in primary care**
- Have undergone training in **Assessment theories**
- Ideally have **previous experience** to being involved in the **Summative Examination of Specialists in Family Medicine or equivalent**
- **Must not** be involved in training a **final year** GP trainee
- Possess a clear predisposition to **work effectively as part of a team**
- Must be able to **work within deadlines**

**Applicants who do not fulfil the above criteria but have specific skills useful in the process can put their names forward for consideration.**

**Chosen applicants must agree to:**

- Consolidate and update protocols pertaining to examination regulations and procedures
- Oversee the whole AKT and RCA processes
- Manage the AKT writers' group
- Maintain, improve and train experienced and new examiners, and item writers so that the quality of assessment is enhanced
- Review questions submitted by AKT writers and provide timely feedback
- Prepare the examination blueprints
- Collate the AKT examination paper, which needs to cover the whole breadth of the curriculum
- Maintain and improve the AKT Bank
- Take care of the printing and the secure storage of the AKT and RCA documents
- Oversee the Angoff process
- Oversee inputting of marks in the RCA
- Take on the role of examiner in the AKT and RCA if this is required.
- Liaise with other stakeholders involved in the AKT and RCA processes eg Council, Statistician, RCGP
- Work effectively as part of a team towards the successful attainment of the aims and objectives
- Be available throughout the year and especially during the weeks leading up to the Summative Assessment.
- Uphold professional conduct.
- Keep strict confidentiality and refrain from disclosing to any party any information and/or data regarding examination material at any point in time – Assessment Team members are obliged to sign a Non-Disclosure Agreement.

The decision of the Council on the choice or otherwise of applicants is final.

Applications will be accepted until **Monday, 11th December 2023**.

A detailed curriculum vitae with a covering letter detailing that the criteria are satisfied is to be sent via email to [secretary@mcfed.org.mt](mailto:secretary@mcfed.org.mt)

***Dr. Edward Zammit***  
***Honorary President MCFD***

***Dr. Jason Bonnici***  
***Honorary Secretary MCFD***

27<sup>th</sup> November 2023