AKT Core Group Terms of Reference and Member Job Description

Terms of reference for the group

1. To develop & maintain a test of applied knowledge as a component of the MRCGP, for the purposes of licensing general practitioners on completion of vocational training as fit for independent practice in the UK
   - The group will develop items, relevant to general practice across the UK to meet the needs of the AKT blueprint
   - The group will write and quality-assure its component of the exam with specific reference to reliability, validity, feasibility, cost effectiveness and educational impact with dissemination of information and research.

2. The group will relate to the RCGP via the relevant committees

3. The group will have access to and ongoing support from relevant external expert consultants

4. The test will be mapped on to the GP curriculum

5. Standards will be set using internationally recognised and transparent methods, advised by expert consultant resources and agreed by the group

6. The group will provide feedback as considered appropriate to candidates, educationalists & relevant stakeholders in various formats

7. Examiners and lay representatives will be recruited & appointed against agreed group criteria, with appropriate job descriptions, appraisal and contracts

8. The item bank will be managed in a standardised and internationally recognised format

9. We will seek to ensure that the resources for the group are adequate for the above tasks.

Tasks
The main task of the AKT group is to write and edit new items for the bank and to make amendments to questions after their use as necessary:
   - Item writing – a specified number of pre-prepared items will be required for each meeting. These will be written in a template format
   - Editing – after each meeting, editing and correction of items are done by the author in preparation for banking. This needs to be completed by a specified deadline agreed by the group.

Other tasks include involvement in:
   - Standard setting
   - Test construction and proof reading
   - Research
   - Selection of potential new examiners
   - Preparing material for teaching and feedback
• Development of the AKT within the specification described by the Assessment Committee.
• Liaising with the group by e-mail and providing mutual support
• Attendance at the MRCGP Training Conference

In addition, the AKT group undertake to write the questions for the Essential Knowledge Challenge but participation in this is voluntary. At the present time, all the members of the group are undertaking this work.

Length of appointment
Initially, the new member will attend one AKT group meeting as an observer, and the next meeting as a contributor. There will be a probationary period of the first three meetings before appointment as a permanent member, and this will be subject to mutual approval. There is no limit of the period of membership at the present time, but all members of the group will undergo regular appraisal with the Clinical Lead.

Time commitment
The primary role of an AKT Core Group member requires 6-7 days per year for AKT meetings, 3 days for item writing at home and 2 days at the MRCGP training conference. It is not possible to fulfil the role without being able to attend Core Group meetings.

There is also an opportunity to write questions for the RCGP’s Essential Knowledge Challenge which provides further experience for new question writers and is encouraged but is not compulsory. This is an additional 3 days per year. An example of a typical year’s calendar for the AKT group is shown in the following table:

<table>
<thead>
<tr>
<th>MEETING</th>
<th>AKT/EKC</th>
<th>DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-February</td>
<td>2 days AKT + 1 day EKC</td>
<td>Usually Thursday/Friday/Saturday</td>
</tr>
<tr>
<td>Mid-May</td>
<td>2 days AKT + 1 day EKC</td>
<td>Wednesday/ Thursday/ Friday OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Usually Thursday/Friday/Saturday</td>
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<tr>
<td>Mid-September</td>
<td>2 days at conference</td>
<td>Thursday/Friday</td>
</tr>
<tr>
<td></td>
<td>1 day EKC</td>
<td>Saturday after conference</td>
</tr>
<tr>
<td>Mid-November</td>
<td>2-3 days AKT</td>
<td>Usually Thursday/Friday/Saturday</td>
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</tbody>
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Reimbursement
For each of the meetings, there is a pro rata per diem payment, plus an additional per diem payment for item writing and editing.

Confidentiality and code of conduct
All material written for the AKT is the property of the AKT item bank whether it is used in the final exam or not. It must all remain confidential and only be circulated as password protected and to authorised recipients.

To avoid any perceived conflict of interest, members of the group do not participate in teaching about the AKT directly to candidates. If the AKT member is asked to undertake any other form of external advice about the exam, they would be expected to discuss this with the Clinical Lead before accepting the invitation.