Roles / Responsibilities
The number of examiners needed for each administration of the exam varies across the exam centres and is primarily dependent on the number of tracks required to assess the number of candidates assigned to a centre. The number of stations in the exam also affects the number of physicians required.

MCCQE Part II Saturday
MCCQE Part II requires 1 physician for each station in each track plus one or two spare physicians. CFPC CE - requires 1 physician for each station in each track plus one or two spare physicians.

MCCQE Part II Sunday
MCCQE Part II requires 1 physician for each station in each track plus one or two spare physicians. There are no CFPC CE tracks on day two.

MCCQE Part II Examiners
Table 1 Criteria – MCCQE Part II Examiners

- Must have the Licentiate of the Medical Council of Canada (LMCC) and must provide their LMCC registration number to the Deputy Registrar (exceptions must be pre-approved by the MCC)
- Should have at least 3 years in independent practice (exceptions must be pre-approved by the MCC) Should not be residents.
- Should hold an unrestricted license, should not be under professional investigation, and currently be practicing medicine.
- Should have the ability and stamina for the task (e.g., hearing loss is a serious handicap).
- May be community physicians.
The Deputy Registrar (DR) is responsible to the Medical Council of Canada on behalf of the Dean for the administrative and fiscal operations of the exam centre and the local administration of the MCCQE Part II and the harmonized component of CFPC CE.

**Roles & Responsibilities**

The responsibilities of the DR include the following:

- Supervising centre personnel especially the senior administrator for the team. Hiring is usually done in consultation with the Manager for MCCQE Part II.
- Providing leadership and support for planning and teamwork.
- Recruiting physicians to be examiners and assigning them to their stations. Also conducting pre-exam orientation sessions for new (and experienced) Examiners.
- Orienting Chief Examiner(s) to their responsibilities.
- Assisting with dry runs for the Standardized Patients (SP) for quality assurance usually shared with Chief Examiner.
- Ensuring that administration runs smoothly.
- Reviewing all Incident Reports and ensuring appropriate action is taken and documented.
- Liaison with MCC before, during, and after the exam.
- Oversee preparation of an interim and final report and a financial statement for the administration of the exam.
- If requested, review and comment on training materials, cases and other documentation by requested deadlines.

**CFPC Tracks:** The following responsibilities may be performed by either the Deputy Registrar (DR) or the Chief Examiner (CE) provided the individual performing them holds a CFPC certification:

1. Greeting candidates once at their track
2. Addressing candidates’ questions, concerns and complaints on exam day
3. Review of Standardized Patient (SP) performances
4. Overseeing examiners on exam day

**MCC Tracks:** The above items may be performed by either the Deputy Registrar (DR) or the Chief Examiner (CE).

**Level of Effort**

The number of hours required of a Deputy Registrar varies considerably from centre to centre and year to year. Determining factors are the degree of support and interest from their faculty, the experience and maturity of the staff at their centre, and their own personal management style. New initiatives from the Medical Council and/or changes in the exam format can also affect the demands on a Deputy Registrar.

New Deputy Registrars should discuss the current year’s administration with local staff and the MCCQE Part II Manager to clarify expectations. Although the responsibilities are important and the role does require active involvement before the exam and on exam day, there is a fair degree of flexibility in defining the role.
Chief Examiner

Chief Examiner | Please contact IMP for Remuneration Schedule

Roles & Responsibilities

- CFPC Certification required
- The role of the Chief Examiner depends on centre size and on how the Deputy Registrar allocates responsibilities.
- The Deputy Registrar may assist with the SP dry runs.
- The CFPC Chief Examiner has the additional responsibility of reviewing all candidate complaints and Incident Reports pertaining to the CFPC CE tracks.

CFPC Tracks: The following responsibilities may be performed by either the Deputy Registrar (DR) or the Chief Examiner (CE) provided the individual performing them holds a CFPC certification:

1. Greeting candidates to the track
2. Addressing candidates’ questions, concerns and complaints on exam day
3. Review of Standardized Patient (SP) performances
4. Overseeing examiners and candidates on exam day

MCC Tracks: The above items may be performed by either the Deputy Registrar (DR) or the Chief Examiner (CE).

Level of Effort

In total, a Chief Examiner will be committing between 35–50 hours over three weeks, ending with the exam. Exam set-up and exam day will account for 15–20 hours of this time. Meetings with the MCC representative and one or two team meetings will account for a few more hours and reviewing SP portrayals will require more time.

Training Considerations

In order to meet these responsibilities, Chief Examiners should be included in some of the planning meetings, the MCC site visit, and assist with the pre-exam orientation for new Examiners.

In order to assess SP performance during their portrayals a Chief Examiner must participate in the SP dry runs.