**Royal College of Psychiatrists**

**Job Review Form and Checklist**

**Basic Information about the post**

|  |  |
| --- | --- |
| Post Title |  |
| Contract type |  |
| Specialty |  |
| Service/Network/Locality |  |
| Full address of main work base |  |
| Programme Activities | DCC:SPA: |
| Additional PAs |  |
| On Call requirementDetails of rota and payment | Yes [ ] No [ ] Option to participate [ ]

|  |  |
| --- | --- |
| On Call rota | 1 in  |
| Availability % |  |
| Additional PA |  |

 |
| Reason for vacancy |  |
| Date of AAC Panel (if known) |  |
| Job Description author and title | Name:Job Title: |
| Primary contact  | Name:Phone:E-mail: |

|  |  |
| --- | --- |
| Employer vacancy reference number |  |
| Royal College JD reference number |  |
| Name of Royal College RSR |  |
| Name of Royal College RA/DRA |  |
| Date of Final Approval |  |

**Checklist Criteria**

For each element the employer should tick the relevant box to confirm that the detail is included in the job description and enter the relevant page number(s). If the element is not included in the job description, the employer should not tick the box and add a comment in the last column explaining the reason why it is not included.

The Royal College RA/DRA/RSR should tick the box to indicate approval or leave blank and provide details of the amendments required below in the general comments section. **If employers do not fill out the relevant box(s), the job description will not be submitted for approval.** If you have any concerns or queries, please contact Aisha.Hussain@rcpsych.ac.uk .

| **Criteria** | **Employer** | **Page(s)** | **RSR** | **Comments (Employer)** |
| --- | --- | --- | --- | --- |
| 1. **Title of Post and Specialty**
 |[ ]   |[ ]   |
| 1. **Full address of base**
 |[ ]   |[ ]   |
| 1. **Total number of PAs**
 |[ ]   |[ ]   |
| 1. **Professional Accountability (e.g. clinical/medical director)**
 |[ ]   |[ ]   |
| 1. **Operational Accountability (e.g. service manager/Chief Exec)**
 |[ ]   |[ ]   |
| 1. **Trust Details**
 |[ ]   |[ ]   |
| 1. **Service Details**
 |  |  |  |  |
| * Replacement/new post
 |[ ]   |[ ]   |
| * Rationale for post development
 |[ ]   |[ ]   |
| * Local population needs/demographics
 |[ ]   |[ ]   |
| * Workload assessment/referral rates/referral protocols/caseload numbers/other team members responsibilities to manage referrals/caseloads
 |[ ]   |[ ]   |
| * Role of this post in relation to the local service (i.e. community/inpatients/liaison etc)
 |[ ]   |[ ]   |
| * Any special responsibilities and details of this role
 |[ ]   |[ ]   |
| * Detail of other local mental health services
 |[ ]   |[ ]   |
| 1. **Support to the post**
 |  |  |  |  |
| * Team composition
 |[ ]   |[ ]   |
| * CT1-3/Spec Dr/ST4-6 support
 |[ ]   |[ ]   |
| * Secretarial support/other admin support
 |[ ]   |[ ]   |
| * Office arrangements
 |[ ]   |[ ]   |
| * Access to PC/laptop/phone
 |[ ]   |[ ]   |
| * IT support/informatics
 |[ ]   |[ ]   |
| 1. **CPD and Supervision**
 |  |  |  |  |
| * Statement of expectation of good standing for CPD
 |[ ]   |[ ]   |
| * Local arrangements for peer review group
 |[ ]   |[ ]   |
| * Statement of Trust support for CPD and details
 |[ ]   |[ ]   |
| * Study Leave details
 |[ ]   |[ ]   |
| * Local arrangements for supervision of post holder
 |[ ]   |[ ]   |
| 1. **Clinical Leadership**
 |  |  |  |  |
| * Trust management/medical management structure
 |[ ]   |[ ]   |
| * Local clinical leadership arrangements
 |[ ]   |[ ]   |
| * Role of this post in terms of strategic service development/business planning
 |[ ]   |[ ]   |
| 1. **Appraisal/re-validation arrangements**
 |[ ]   |[ ]   |
| 1. **Job planning arrangements**
 |[ ]   |[ ]   |
| 1. **Teaching and Training**
 |  |  |  |  |
| * Detail of any teaching commitments
 |[ ]   |[ ]   |
| * Teaching resources available
 |[ ]   |[ ]   |
| * Details of educational/clinical supervision responsibilities
 |[ ]   |[ ]   |
| * Educational supervision arrangements in the Trust/tutor role, state name of DME etc.
 |[ ]   |[ ]   |
| * Medical School details (if applicable)
 |[ ]   |[ ]   |
| 1. **Research/Academic**
 |  |  |  |  |
| * Support/availability/resources
 |[ ]   |[ ]   |
| * Academic department details
 |[ ]   |[ ]   |
| 1. **Clinical Governance**
 |  |  |  |  |
| * Management arrangements
 |[ ]   |[ ]   |
| * Audit resources/expectations
 |[ ]   |[ ]   |
| 1. **Clinical Duties (including any requirement for S12 and or AC status and /or DOL assessor**
 |[ ]   |[ ]   |
| 1. **General Duties**
 |[ ]   |[ ]   |
| 1. **External Duties**
 |[ ]   |[ ]   |
| 1. **Other Duties**
 |[ ]   |[ ]   |
| 1. **On call arrangements**
 |  |  |  |  |
| * Frequency and remuneration/banding
 |[ ]   |[ ]   |
| * Detail of rota and specialties covered
 |[ ]   |[ ]   |
| 1. **Leave and cover arrangements**
 |[ ]   |[ ]   |
| 1. **Wellbeing**
 |  |  |  |  |
| * Local OH support
* (brief service details including: location, contact details, modalities of access/ self-referral option, confidentiality, resources available via OH)
* Details about OH are disseminated at induction and regularly when in post.
 |[ ]   |[ ]   |
| * Local organisational systems in place to support doctor's wellbeing following serious incidents that involve their patients (e.g. nominated senior colleague support, Balint Groups for consultants, etc.)
 |[ ]   |[ ]   |
| * Timely job plan review with the line manager when there are proposed workload changes to support safe working and identify the need for any additional support (e.g. unexpected request to cover a unit/ward/service in addition to current workload)
 |[ ]   |[ ]   |
| * Local initiatives/resources that promote wellbeing
* Examples of local initiatives/resources that promote wellbeing (e.g. stress management courses, resilience training, burnout awareness, mindfulness, physical exercise resources, etc.
 |[ ]   |[ ]   |
| 1. **Timetable/Job Plan**
 |[ ]   |[ ]   |
| 1. **Person Specification**
 |[ ]   |[ ]   |
| 1. **Does the RSR feel this is a doable job?**
 | Yes [ ]  | No [ ]  | **If No, please provide comments**: |

**General Comments (College RA/DRA/RSR)**

This section is intended for the Royal College RA/DRA/RSR to add any other comments not already covered by the elements in the checklist above. Please ensure that you include the number of the criteria you are commenting on and the relevant page number(s) so that Trusts can make the necessary amendments.