

Job Description

Job Title:	College Assessor
Term of Office:	Unlimited; however, incumbents may not continue to represent the College when they have been retired for three or more years
Working With:	Medical Staffing/Human Resources Department of NHS Trusts College Regional Advisors and occasionally Deputy Regional Advisors AAC Administrator at the College
Time Commitment:	2-3 AACs per year

Overview

The College Assessor is a core and independent member of an Advisory Appointments Committee. The College Assessor provides a reliable and constructive assessment of the training, qualifications and experience of a candidate to ascertain they have the skills and knowledge to meet the expertise of the post. The College Assessor also offers an impartial opinion at the interview and ensures the standards of practice in Psychiatry are maintained.

Job Purpose

To attend Advisory Appointment Committees on behalf of the College for the appointment of Consultants and Specialty Doctors. This entails:

- Be involved in short listing those applicants who meet the required standard for the post and exclude those who don't (this should take place prior to the day of the AAC);
- For Consultant AACs, ensure all candidates are registered on the GMCs Specialist Register or are trainees within six months of obtaining their CCT;
- Play a full part in ensuring the appointments process is conducted fairly and equal opportunity policy is maintained;
- Ensure the current views of the College are represented;
- Along with other members of the AAC, identify the most suitable candidate for the post and make a recommendation to the Trust;
- Advise Trusts to identify an appropriate mentor for the candidate taking up their first substantive Consultant post; and
- Complete a feedback form to be returned to the College and to the College Regional Advisor.

Person Specification

College Assessors will:

- have a keen interest in maintaining standards of Consultant and other career grade Psychiatrists;
- be willing to express an impartial opinion to ensure the right doctor is appointed to the right post;
- have a keen interest in maintaining standards in the profession of Psychiatry;
- be full, current members of the College and be able to represent the views of the College;
- have held a substantive Consultant post for at least three years;
- be a good verbal communicator;
- have access to a working email account;
- have the capacity to attend AACs at least twice a year.