

## **JOB DESCRIPTION**

### **Regional Specialty Representative**

**TERM OF OFFICE:** Reviewed after 5 years. The appointment will cease on retirement from full time practice.

Regional Specialty Representatives are appointed internally to support Regional Advisors, Deputy Regional Advisors, and the Chairs of Divisions, Faculties and Sections on various salient specialist issues.

#### **JOB PURPOSE:**

- To work closely with other Specialty Regional Representatives, Regional Advisors and Deputy Regional Advisors in providing relevant specialist advice to employers in relation to the development, assessment and approval of job descriptions for Consultants, Specialty Doctors and Associate Specialist Grades;
- To offer specialist advice at an early stage with a view to enabling the job description to be assessed and approved in a timely manner;
- To hold other offices where appropriate i.e. membership of a Division. Faculty or Section, specialty tutors or members of sub committees of Schools of Psychiatry

#### **KEY RESPONSIBILITIES:**

1. To attend Faculty/Section Executive Committee Specialty Regional Representative meetings
2. To attend Division, and Faculty/Section, Executive Committee meetings;
3. To communicating Faculty/Section developments and issues to the Division, and Division developments and issues to the Faculty/Section;
4. To provide advice on workforce planning and local service delivery;
5. To Provide advice on College Fellowship nominations;
6. To Provide advice on College applications for Clinical Excellence awards;
7. To co-ordinate local CPD peer groups;

8. To attend Deanery/School of Psychiatry Specialist Training Committees and ARCP panels on invitation from the Head of School.

#### ADDITIONAL RESPONSIBILITIES:

Regional Specialty Representatives may be invited:

1. To become College Assessor for Advisory Appointment Committees for Consultants and Specialty Doctors;
2. To become CESR (Certificate of Eligibility for Specialist Registration) Evaluators.
3. May attend Divisional Regional Advisor and Specialty Regional Representative meetings

#### **PERSON SPECIFICATION:**

Regional Specialty Representatives will:

- have a keen interest in maintaining standards of Consultant and other career grade Psychiatrists;
- be full, current members of the College;
- have held a substantive Consultant post for at least three years;
- be in good standing with the College for CPD;
- be able to fulfil the requirements of the post;
- have discussed the role with their employer and the employer is content to allow the time needed to carry out the role;
- be up to date with their membership fees.

#### END OF TENURE ARRANGEMENTS:

Where possible, Regional Specialty Representatives should provide at least three months notice of leaving office to allow for a replacement to be appointed. They should provide a full handover to their successor including information on the number of post/programmed activities in the region as well as where they are based.

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