

Job Description

Job Title:	Regional Representative
Term of Office:	Five years
Working With:	Regional Advisors and Deputy Regional Advisors Faculties/Sections Divisions

Overview

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

Person Specification

Regional 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.

Method of Appointment

The Division Office, on behalf of the Division Chair, is responsible for advertising a vacant Regional Representative position to all consultants in their Division practising in the relevant specialty.

If only one application is received, the Division Chair/Executive Committee will determine whether the applicant is suitable for appointment.

If more than one application is received, a selection interview will take place. The interview panel will consist of the Division Chair, Regional Advisor, the Faculty's/Section's Regional Representative Co-ordinator or nominated Deputy, and the Division Manager.

The Division Chair will recommend a candidate to the Faculty/Section Chair/Executive Committee for consideration. The Faculty/Section Chair/Executive Committee will ratify the recommendation and nominate the candidate to the Education Training and Standards Committee. The Education Training and Standards Committee will give final approval.

Job Purpose

- Work closely with Regional Advisors and Deputy Regional Advisors in providing specialist advice in the development and approval of job descriptions for Consultants and Specialty Doctors;
- Offer specialist advice at an early stage with a view to enabling the job to be assessed and approved in a timely manner.

Regional Representatives are invited to become:

- a College Assessor for Advisory Appointment Committees for Consultants and Specialty Doctors;
- a CESR (Certificate of Eligibility for Specialist Registration) Evaluator.

Regional Representatives may also be involved in the following:

- attending Faculty/Section Executive Committee Regional Representative meetings;
- attending Divisional Regional Advisor and Regional Representative meetings;
- communicating Faculty/Section developments and issues to the Division, and Division developments and issues to the Faculty/Section;
- attending Division, and Faculty/Section, Executive Committee meetings;
- providing advice on workforce planning and local service delivery;
- providing advice on College Fellowship nominations;
- providing advice on applications for ACCEA/Clinical Excellence awards;
- co-ordinating local CPD peer groups;
- attending Deanery/School of Psychiatry Specialist Training Committees and ARCP panels on invitation from the Head of School.

Handover Arrangements

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