

THE ROYAL COLLEGE OF PSYCHIATRISTS

OFFICER JOB DESCRIPTION

JOB TITLE:	Specialist Adviser to the Psychiatrists Support Service (PSS)
TERM OF OFFICE:	5 years
RESPONSIBLE TO:	Registrar
WORKING WITH:	
Governance	Registrar
Management	Director of Membership Relations Psychiatrists' Support Service Manager
ELECTED/APPOINTED:	Appointed
TIME COMMITMENT:	One session per week

OVERVIEW

The Specialist Adviser, Psychiatrists' Support Service, should be a senior member of the College who has a keen interest in supporting colleagues that find themselves in situations of professional difficulty.

JOB PURPOSE

The Specialist Adviser (Psychiatrists' Support Service) will take a lead role in advising on the development and future direction of the College's Psychiatrists' Support Service.

KEY RESPONSIBILITIES

1. In liaison with the Psychiatrists' Support Service Manager, devise and maintain procedures for supporting College members who are experiencing problems at work
2. Chair the PSS Committee meetings (3-4 times per year)

3. Support/advise/mentor PSS doctor advisers members in their management of doctors in difficulty
4. Plan regular training events for PSS doctor advisers in liaison with the Psychiatrists' Support Service Manager
5. Advise on how the PSS can be marketed effectively internally and externally
6. Build and develop relationships with other organisations such as the General Medical Council, National Clinical Assessment Service, BMA Doctors for Doctors Service and the other Royal Colleges
7. Assist in producing clear, written materials to advise members in difficulty
8. Provide regular reports to the Registrar and the Council about the service
9. Attend relevant internal and external events to promote service as required
10. Provide mentoring and support to the Psychiatrists' Support Service Manager in their management of the service and response to cases

If a complaint is made against a holder of an elected or appointed office under the College's Disciplinary and Complaints Procedure and that complaint is upheld, he or she may be subject to the courses of action set out in the Procedure. Such courses of action may include, but are not limited to, removal from College office, or offices.

PERSON SPECIFICATION

ESSENTIAL

- Experience in assisting doctors in difficulty
- Awareness of developments in the field of practitioner health
- Knowledge of employment procedures within the National Health Service
- An empathetic approach whilst maintaining professional distance
- The ability to quickly analyse complex situations and problem solve accordingly
- Excellent communication skills
- Good time management and organisational skills
- The ability to maintain confidentiality
- The ability to focus in detail and the 'bigger picture'

DESIRABLE

- Helpline knowledge and or/experience of working in an environment providing support, help and advice

November 2011