

THE ROYAL COLLEGE OF PSYCHIATRISTS
DIVISIONAL MENTORING JOB DESCRIPTION

JOB TITLE: Divisional Lead for Mentoring

TERM OF OFFICE: 3 years

RESPONSIBLE TO: Divisional Chairs/Specialist Adviser for Mentoring

WORKING WITH:

Division Managers and office staff,
Specialist Adviser for Mentoring,
Psychiatrists' Support and Remediation
Services Manager

TIME COMMITMENT: 1 PA per month on average

OVERVIEW

The divisional lead for Mentoring should be a Member of the College who has knowledge or an interest in mentoring and or/coaching for psychiatrists at all stages and levels of their career.

JOB PURPOSE

The divisional lead for Mentoring will take a lead role in advising on and assisting in setting up mentoring systems within the division, or supporting existing systems. They will also ensure there is a training programme for interested doctors and provide advice to other doctors who might need assistance with queries about mentoring. Support for this will be provided by the Specialist Adviser for Mentoring.

KEY RESPONSIBILITIES

1. Liaise closely with the 1-5 divisional leads (the College 'start well' initiative) when they are appointed
2. Develop and support a divisional network of those interested in mentoring
3. Ensure that 'best practice' on mentoring is shared across the division
4. Promote and support mentoring within their division for all grades of psychiatrists at all stages of their career
5. Oversee the actions/recommendations of the College Mentoring Paper on Coaching and Mentoring OP66 for their division

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.

August 2014