

**ROYAL COLLEGE OF PSYCHIATRISTS
JOB DESCRIPTION**

DEPUTY REGIONAL ADVISOR

JOB TITLE: Deputy Regional Advisor

TERM OF OFFICE: 5 years

RESPONSIBLE TO: Registrar

WORKING WITH: Regional Advisor, Division Executive Committee Members / Devolved National Council Members, other Regional Advisors and Deputy Regional Advisors, Regional Specialty Representatives, JD Coordinator

MANAGEMENT Revalidation and Workforce Manager, Registrar

ELECTED/APPOINTED: The Chair of the Division or Devolved Nation is responsible for recommending the appointment of a Regional Advisor and Deputy Regional Advisor; final approval is given by the Education and Training Committee. The Chair is expected to make the process known and to provide an opportunity for candidates to apply.

If a selection interview is required, this should be conducted by the Division or Devolved Nation Chair.

TIME COMMITMENT: 1 PA per week

SALARY Voluntary

JOB PURPOSE

The Deputy Regional Advisor will have a complementary role to that of the Regional Advisor and will act on their behalf in their absence. A Deputy Regional Advisor is not necessarily expected to become a Regional Advisor in due course.

The Regional Advisor and Deputy Regional Advisor should work closely together. The division of responsibilities between Regional Advisor and Deputy is a matter for their discretion. Deputy Regional Advisors will scrutinise and provide advice on consultant job descriptions and specialty doctor job descriptions. They represent the College on all matters relating to postgraduate education and continuing professional development in psychiatry. They are the College's link with regional postgraduate Deans and Heads of School of Psychiatry concerning issues relating to postgraduate psychiatric education. Deputy Regional Advisors will have a role in providing specialist advice to responsible officers concerning revalidation. The areas covered by Regional Advisors are coterminous with Postgraduate Deaneries in England, Scotland, Wales and Northern Ireland.

KEY RESPONSIBILITIES

- Acting as the College representative on all matters relating to postgraduate education and continuing professional development in Psychiatry.
- Providing specialist advice to responsible officers when questions are raised about revalidation recommendations for psychiatrists.
- Involvement in GMC and Deanery/School of Psychiatry Quality Assurance procedures. Deputy Regional Advisors may also play a part in assisting tutors and training programme directors to implement the recommendation
- Being formally involved in the annual educational appraisal process of trainees in relation to the ARCP process.
- Supporting College Assessors on Advisory Appointment Committees for psychiatrists.
- Acting as a College Assessor on Advisory Appointment Committees for psychiatrists. College assessors are generally expected to sit on two to three AAC panels each year. Training for this role will be provided by the College and the latest College Assessor job description can be found on the Workforce pages of the college website.
- Providing advice to trusts and health boards concerning job descriptions of new and replacement consultant and specialty doctor posts (the advisors for Northern Ireland consult directly with the relevant office).
- Deputy Regional Representatives should be consulted about job descriptions by the Regional Advisor, but they will not be expected to give direct advice to employing authorities. In order to assist Regional Advisors with this, the Department of Health, in conjunction with the Royal College of Psychiatrists, the NHS Confederation, and the National Mental Health Partnership has produced the 'Joint Guidance on the Employment of Consultant Psychiatrists', available on the College website.
- Duties of Deputy Regional Advisors may vary between regions. For example, in some areas Regional Advisors are members of the Regional Section 12 and Approved

Clinician Panel.

- Attending Divisional Executive Committee/Devolved Council meetings and Regional Advisors meetings where appropriate.

Committees

Regional Advisors and deputies should be members of the following committees:

- College committee of Regional Advisors and Deputy Regional Advisors;
- The Board of the School of Psychiatry at their local Postgraduate Deanery;
- The Executive Committee /Devolved Council of their Division/Nation.

Support

The College recommends that the work of the Deputy Regional Advisor is supported by time agreed in the job plan.

End of tenure arrangements

Where possible, Deputy Regional Advisors 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.

PERSON SPECIFICATION

Deputy Regional Advisors will:

- Be a consultant or specialty doctor
- have a current license to practice from the GMC,
- be up to date with regards to the standards required for postgraduate education and CPD,
- have a keen interest in maintaining standards of consultant and other career grade psychiatrists,
- have a keen interest in post graduate psychiatric education and CPD,
- understand the national and College standards for CPD,
- Will be a full, current Member, Fellow, Specialist Associate or Affiliate of the College
- be in good standing with the College for CPD or provide evidence of equivalent CPD activity,
- be able to fulfill the requirements of the post, and

- will have discussed the role with their employer and the employer is content to allow the time needed to carry out the role.
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THE COLLEGE VALUES

Courage

- Champion the specialty of psychiatry and its benefits to patients
- Take every opportunity to promote and influence the mental health agenda
- Take pride in our organisation and demonstrate self-belief
- Promote parity of esteem
- Uphold the dignity of those affected by mental illness, intellectual disabilities and developmental disorders.

Innovation

- Embrace innovation and improve ways to deliver services
- Challenge ourselves and be open to new ideas
- Seek out and lead on new, evidence-based, ways of working
- Have the confidence to take considered risks
- Embrace the methodology of Quality Improvement to improve mental health services and the work of the College.

Respect

- Promote diversity and challenge inequalities
- Behave respectfully – and with courtesy – towards everyone
- Challenge bullying and inappropriate behaviour
- Value everyone's input and ideas equally
- Consider how own behaviour might affect others
- Respect the environment and promote sustainability.

Collaboration

- Work together as One College – incorporating all members, employees, patients and carers
- Work professionally and constructively with partner organisations
- Consult all relevant audiences to achieve effective outcomes for the College
- Work together with patients and carers as equal partners
- Be transparent, wherever possible and appropriate.

Learning

- Learn from all experiences
- Share our learning and empower others to do the same
- Value and encourage personal feedback
- Use feedback to make continuous improvements
- Create an enabling environment where everyone is listened to, regardless of seniority
- Positively embrace new ways of working.

Excellence

- Deliver outstanding service to members, patients, carers and other stakeholders
- Promote excellent membership and employee experience
- Always seek to improve on own performance
- Promote professionalism by acting with integrity and behaving responsibly
- Demonstrate accountability in all that we do
- Uphold the College's 'Core Values for Psychiatrists'.

INTERNAL COLLEGE CONTACTS:	
• Department:	Professional Standards
• Section/Project:	Training and Workforce and Corresponding Devolved Nation or Division
• Name of Contact:	James Compagnone, Workforce and Revalidation Manager