

## RA/RR Induction and Refresher day 6 March 2017

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Royal College of Psychiatrists, 21 Prescot Street, London, E1 8BB

### **From an administrative perspective – Tips for Regional Advisors, Specialty Reps and Deputies**

1. The aim is to have job descriptions assessed and returned to the Trust for review within **15** working days of receipt. Delays in reviewing/ approving JDs often cause recruitment delays for Trusts. Please inform us if you're unable to meet the stated deadline so that the Trust can be kept updated or the JD re-allocated.
2. Please inform us of any absence from the office e.g. annual leave so that a note can be made and JDs re-allocated if necessary.
3. JD comments are shared with the Trust so please exercise usual email etiquette.
4. Please inform us when you change Trust, so we can update our records.
5. Please inform us which email address is best to reach you on. It's worth noting that on occasions we have found that attachments are blocked by some Trusts.
6. Please provide us with an up-to-date phone number or your PA's contact number. We often need to seek clarification or inform you of the urgency of a JD and phone call is often most effective!
7. Please type any comments within the checklist provided. We are unable to accept feedback sent to us which is handwritten.
8. Specialty Reps - Conflicts of interest are applicable if you have written the JD or likely to be the post-holder's line manager. Otherwise you will be expected to review the JD objectively.
9. RA/DRAs - When providing feedback on whether to approve a job description, please state explicitly if a job description has or has not been approved. If non-approval, please provide clear feedback on which areas of the job description require further attention. If approval clearly state the JD can be approved.
10. Kindly continue to help us, to help you, by providing suggestions and feedback. We are extremely appreciative of your time and commitment, thank you!