

Job Description

JOB TITLE:	Division Lead for Recruitment (Choose Psychiatry)
TERM OF OFFICE:	4 years
RESPONSIBLE TO:	Divisional Chairs/Associate Dean for Recruitment.
WORKING WITH:	Division staff; Associate Dean for Recruitment; members of the Training & Workforce Unit, Professional Standards; Division PTC reps.
TIME COMMITMENT:	2 PAs per month

OVERVIEW

The Division Lead for recruitment should be a Member of the College who has knowledge and an interest in promoting psychiatry as a career in innovative ways to improve recruitment to Core Training level 1 (CT1).

JOB PURPOSE

To facilitate the College's recruitment strategy in promoting activities aimed at improving recruitment to the CT1 grade in psychiatry. These activities should reflect the overall strategy outlined in the [RCPsych current recruitment plan](#). The College strategy is overseen by the Associate Dean for Recruitment.

KEY RESPONSIBILITIES:

1. To supervise and co-ordinate divisional activities designed to promote recruitment to psychiatry, specifically to the CT1 grade in keeping with the College's recruitment strategy (see above).
2. The lead should chair a divisional recruitment group which should include representation from core & higher psychiatry trainees, foundation trainees and medical students as well as senior doctors. This group should meet on a regular basis.
3. The lead will be a member of the RCPsych Choose Psychiatry Committee, which meets three times a year in London.
4. The lead will produce regular reports on the Division's recruitment related activities, to be provided to the Associate Dean for Recruitment at Choose Psychiatry Committee meetings.
5. The lead will ensure that [University Psychiatry Societies \(PsychSocs\)](#) in their Division have adequate support from local psychiatrists and should endeavour to provide a mentor for each society. Should a University within the Division's geographical area not have a psychiatry society the lead should identify interested medical students and facilitate the creation of such a society.
6. The College runs a ["Pathfinder Fellowship" scheme for medical students and other fellowships and bursaries](#). The Divisional Recruitment Lead should ensure that the



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Division supports any Fellows appointed from Medical Schools within their Division. Consideration should also be given to supporting unsuccessful applicants e.g. by inviting them to a Divisional scientific meeting. The College will undertake to provide the Divisional Leads and Managers with the names of these applicants.

February 2019