

JOB DESCRIPTION - ROYAL COLLEGE OF PSYCHIATRISTS

REGIONAL SPECIALTY REPRESENTATIVE

Term of Office:

Five years. This period may be extended only in exceptional circumstances. Regional Specialty Representatives should vacate their position on retirement from the NHS.

Regional Specialty Representatives are appointed internally to support Regional Advisors, Deputy Regional Advisors, and the Chairs of Divisions, Faculties and Sections on various relevant specialist issues.

Method of appointment

The Chair of the Division is responsible for recommending the appointment of Regional and Deputy Specialty Representatives; 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.

A selection interview may take place and prior to this the Chair of the Division may consult the following people:

- Executive Committee of the Division
- Local Postgraduate Dean
- Director of Public Health
- Head(s) of local University Department(s)
- Chair of the Regional Postgraduate Committee

Job purpose:

1. To work closely with other Regional Specialty Representatives, Regional Advisors and Deputy Regional Advisors in providing relevant specialist advice to employers in relation to the development, assessment and approval of job descriptions for Consultants, Specialty Doctors and Associate Specialist Grades;
2. To offer specialist advice at an early stage with a view to enabling the job description to be assessed and approved in a timely manner;
3. To hold other offices where appropriate i.e. membership of a Division, Faculty or Section, specialty tutors, college assessors or members of sub committees of Schools of Psychiatry.

Key responsibilities:

- To attend Faculty/Section Executive Committee Specialty Regional Representative meetings;
- To attend Division, and Faculty/Section, Executive Committee meetings;
- To communicate Faculty/Section developments and issues to the Division, and Division developments and issues to the Faculty/Section;
- To provide advice on workforce planning and local service delivery;
- To provide advice on College applications for Clinical Excellence awards;
- To act as a College Assessor for psychiatry Advisory Appointment Committees;
- To attend Deanery/School of Psychiatry Specialist Training Committees and ARCP panels on invitation from the Head of School.

Additional responsibilities:

Regional Specialty Representatives may be invited:

- To become CESR (Certificate of Eligibility for Specialist Registration) Evaluators; and
- To attend Divisional Regional Advisor and Regional Specialty Representative meetings.

Person specification:

Regional Specialty Representatives will:

- Have a keen interest in maintaining standards of consultant and other career grade psychiatrists;
- Be full, current members of the College;
- Have held a substantive Consultant post for at least three years;
- 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;
- Have discussed the role with their employer and the employer is content to allow the time needed to carry out the role;
- Be up to date with their membership fees.

Complaints

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.

End of tenure arrangements:

Where possible, Regional Specialty Representatives 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.

Dr Laurence Mynors-Wallis, Registrar
August 2014