**JOB DESCRIPTION**

**JOB TITLE:** Divisional Deputy Recruitment Lead for Promoting Recruitment into Psychiatry

**TERM OF OFFICE:** 4 years

**RESPONSIBLE TO:** Divisional Chairs/Presidential Lead for Recruitment.

**WORKING WITH:** Divisional Recruitment Lead,Division staff; Associate Dean for Recruitment; members of the Training & Workforce Unit, Professional Standards; Division PTC reps.

**TIME COMMITTMENT:** 2 PAs per month

**OVERVIEW**

The Divisional Deputy Recruitment Lead for promoting recruitment into psychiatry 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 recruitment strategy](https://www.rcpsych.ac.uk/become-a-psychiatrist/help-us-promote-psychiatry/our-strategy). The College strategy is overseen by the Presidential Lead for Recruitment.

**KEY RESPONSIBILITIES:**

1. To supervise and co-ordinate divisional activities designed to promote recruitment to psychiatry, in keeping with the college’s recruitment strategy (see above).

2. To support a divisional recruitment group which should include representation from core & higher psychiatry trainees, broad based training trainees, foundation trainees and medical students as well as senior doctors. This group should meet on a regular basis and activities should be communicated back to the Choose Psychiatry Committee.

3. To provide cover for the lead and attend the RCPsych Choose Psychiatry Committee,

which meets three times a year in London when required.

4. To input into the annual report on the Division’s recruitment related activities, to be sent to the Presidential Lead for Recruitment by the beginning of December each year.

5. To ensure that [University Psychiatry Societies (PsychSocs) i](https://www.rcpsych.ac.uk/become-a-psychiatrist/med-students/psychsocs)n 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, and keep the college updated with current contact details.

6. The College runs a [Psych Star scheme for medical students](https://www.rcpsych.ac.uk/become-a-psychiatrist/med-students/awards-prizes-and-bursaries/psych-star-scheme) and

a [Foundation Fellowship Programme for Foundation Trainees.](https://www.rcpsych.ac.uk/become-a-psychiatrist/med-students/awards-prizes-and-bursaries/psychiatry-foundation-fellowships-for-the-devolved-nations) The Division Deputy Recruitment Lead should ensure that the 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 Division scientific meeting. The college will undertake to provide the Division Leads and Managers with the names of these applicants. These would normally number around 5-6 per division.

August 2022