

Specialty Representative role description

Eligibility and term of Office:

All psychiatrists who have been at the consultant or specialist associate grade for two years (one year with the agreement of the relevant Regional Advisor) or more may apply, including those retired from clinical practice. However, a current license to practice from the GMC is required. The term of office is five years, extendable only in exceptional circumstances.

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

Method of appointment

Divisions and Faculties are jointly responsible for deciding the applicant(s) most suitable for the post. 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
- Chair of the relevant Faculty

Job purpose:

1. To work closely with other Regional Specialty Representatives, Regional Advisors, Deputy Regional Advisors and Deputy Regional Specialty Representatives in providing relevant specialist advice to employers in relation to the development, assessment and approval of job descriptions for Consultants and Specialty Doctors;
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 or Faculty, specialty tutors, college assessors or members of sub committees of Schools of Psychiatry.

Key responsibilities:

- To attend Faculty and Divisional Regional Advisor and Regional Specialty Representative meetings (except in Wales);
- To attend Division and Faculty Executive Committee meetings;
- To communicate Faculty developments and issues to the Division, and Division developments and issues to the Faculty;
- 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 on Advisory Appointment Committees for psychiatrists.
- 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;

Person specification:

Regional Specialty Representatives:

- Will have a keen interest in maintaining standards of consultant and other career grade psychiatrists;
- Will be full, current members of the College;
- Will have held a substantive Consultant or Specialist Associate post for at least two years; however, this requirement may be reduced to one year with the agreement of the Regional Advisor and the provision of appropriate mentorship and support from the Regional Advisor or Deputy Regional Advisor
- Will be in good standing with the College for CPD or provide evidence of equivalent CPD activity;
- Will be able to fulfill the requirements of the post;
- Will have discussed the role with their employer and the employer is content to allow the time needed to carry out the role;
- Will 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.