

## **JOB DESCRIPTION**

### **REGIONAL ADVISOR –RCPsych In NI**

**TERM OF OFFICE:** 5 years. This period may be extended only in exceptional circumstances.

Indicative 1 PA per week.

#### **Definition of appointment**

Regional Advisors are senior members of the College. They represent the College on all matters relating to postgraduate education and continuing professional development in Psychiatry. They are the College's link with Regional Postgraduate Deans and Heads of School of Psychiatry concerning issues relating to postgraduate psychiatric education. Regional Advisors will have a role in providing specialist advice to Responsible Officers concerning revalidation. The areas covered by Regional Advisors are coterminous with Postgraduate Deaneries in England, Scotland, Wales and Northern Ireland.

#### **Contact with the College**

Three meetings are held each year at the College, Chaired by the Registrar, to which all Regional Advisors and their Deputies are invited.

#### **Method of appointment**

The post of Regional Advisor should be advertised in the College Newsletter and using any relevant local mechanisms. The Chair of the Division will organise, if necessary, an interview that will include, amongst others, the Chair or Deputy Chair of the Division and the local Head of School of Psychiatry.

The Chair of the Division is responsible for recommending the appointment of a Regional Advisor and Deputy Regional Advisor; final approval is given by the Education, Training and Standards Committee.

#### **Duties**

- Acting as the College representative on all matters relating to postgraduate education and continuing professional development in Psychiatry.
- Providing specialist advice to Responsible Officers when questions are raised about revalidation recommendations for Psychiatrists.
- Involvement in GMC and Deanery/School of Psychiatry Quality Assurance procedures. Regional Advisors may also play a part in assisting Tutors and Training Programme Directors to implement the recommendations.
- Being formally involved in the annual educational appraisal process of Trainees in relation to the ARCP process.

- Together with the Head of School or Postgraduate Dean, undertaking visits to College Tutors and trainees to discuss local educational problems, as necessary.
- Supporting College Assessors on Advisory Appointment Committees for Consultant Psychiatrists.
- Providing advice to Trusts concerning job descriptions of new and replacement Consultant and Non-Consultant Career Grade posts (The Advisors for Wales, Scotland, and Northern Ireland consult directly with the relevant Office).
- Regional Representatives should be consulted about job descriptions by the Regional Advisor, but they will not be expected to give direct advice to employing authorities. In order to assist Regional Advisors with this, the Department of Health, in conjunction with the Royal College of Psychiatrists, the NHS Confederation, and the National Mental Health Partnership has produced the 'Joint Guidance on the Employment of Consultant Psychiatrists'.
- Duties of Regional Advisors vary between regions, for example in some areas Regional Advisors are members of the Regional S12 and Approved Clinician Panel.
- In order to avoid confusion, it should be noted that the Regional Advisor does not fulfil the function of Advisor in the Region on Clinical Excellence Awards, for which an entirely different system of appointment exists. The Regional Advisor may, however, participate in discussions on these Awards.
- The Regional Advisor may be contacted for advice by College Members and Fellows. Regional Advisors will signpost them to the relevant College and Deanery structures.

## **Committees**

Regional Advisors should be members of the following committees:

- College committee of Regional Advisors and Deputy Regional Advisors
- The Board of the School of Psychiatry at their local Postgraduate Deanery
- The Executive Committee of their Division

## **Person Specification**

Regional Advisors will

- be up to date with regards to the standards required for postgraduate education and CPD;
- have a keen interest in maintaining standards of consultant and other career grade psychiatrists;
- have a keen interest in post graduate psychiatric education and CPD;
- understand the national and College standards for CPD;
- be a full, current Member or Fellow of the College;
- have held a substantive consultant post for at least three years;
- be in good standing with the College for CPD;
- be able to fulfil 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.

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.

## **Support**

The College recommends that the work of the Regional Advisor is supported by time agreed in the job plan.

Revised RCPsych in NI  
27 January 2012