

ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

JOB TITLE:	Associate Dean: Resident Doctor Support
TERM OF OFFICE:	5 years
RESPONSIBLE TO:	RCPsych Dean
WORKING WITH:	RCPsych Dean, Director of Professional Standards, Head of Training & Workforce, Training Engagement Manager
ELECTED/APPOINTED:	Appointed
TIME COMMITMENT:	An average of 1 PA per week
SALARY:	Voluntary

JOB PURPOSE

To lead the direction of the College on providing support to resident doctors. To chair the Resident Doctor Support Committee and ensure it is meeting its strategic objectives.

KEY RESPONSIBILITIES

1. Chair the Resident Doctor Support Committee and lead the committee in meeting its strategic objectives:
 - o Improving wellbeing for resident doctors in collaboration with the Psychiatric Resident Doctors' Committee (PRDC) and the Wellbeing Committee,
 - o Championing the presence of equality, diversity and inclusion principles in all work carried out by the RDSC and within the wider College,
 - o Providing support for International Medical Graduates (IMGs),
 - o Providing support for resident doctors with protected characteristics under the Equalities Act,
 - o Supporting resident doctors with progression through training, and returning to training after career breaks, or in less than full time training,
 - o Assist the College with addressing differential attainment.
2. Ensure contributions and collaboration from the RDSC with any College work, committees or working groups that arise in relation to Resident Doctors support, such as the Neurodiversity in Training Working Group, Carers Working Group and Less than full time Training Network, or any other appropriate College working groups, where support for resident doctors should be considered.
3. Ensure that training initiatives from the College are inclusive.
4. Ensure close collaboration with the EDI Leadership Group, Wellbeing Committee, Mentoring and Coaching Committee and Psychiatric Resident Doctors' Committee PRDC.

5. Work to establish the College as a leader of good practice in supporting resident doctors.
6. Attend a range of College committees to represent support for resident doctors (or arrange a delegate). This will include the Education and Training Committee (ETC), Heads of School (HoS), Wellbeing Committee and Examinations Committee.
7. Collaborate with and support the work of the Specialist Advisor for Less than full Time Training and other College leads in relation to supporting resident doctors.
8. Represent the College, when requested, at a range of relevant external meetings as required by the Dean, including those organised by the Academy of Medical Royal Colleges (AoMRC) and GMC.
9. Deputise for the RCPsych Dean at other meetings, as required.
10. To promote and uphold the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.

PERSON SPECIFICATION

Essential

- Experience of working with, and supporting, a wide range of resident doctors including IMGs.
- Experience of leadership in educational roles at a national or regional level.
- Detailed knowledge of postgraduate medical education.
- Comprehensive knowledge of relevant GMC standards, including '[Promoting Excellence: standards for medical education and training](#)' and current developments.
- Good written and verbal communication skills.
- Able to develop materials to support programmes of work e.g. narrative papers, teaching materials.
- Be an effective teacher and leader.

THE COLLEGE VALUES

Courage

- Champion the specialty of psychiatry and its benefits to patients
- Take every opportunity to promote and influence the mental health agenda
- Take pride in our organisation and demonstrate self-belief
- Promote parity of esteem
- Uphold the dignity of those affected by mental illness, intellectual disabilities and developmental disorders.

Innovation

- Embrace innovation and improve ways to deliver services
- Challenge ourselves and be open to new ideas
- Seek out and lead on new, evidence-based, ways of working
- Have the confidence to take considered risks
- Embrace the methodology of Quality Improvement to improve mental health services and the work of the College.

Respect

- Promote diversity and challenge inequalities
- Behave respectfully – and with courtesy – towards everyone
- Challenge bullying and inappropriate behaviour
- Value everyone's input and ideas equally
- Consider how own behaviour might affect others
- Respect the environment and promote sustainability.

Collaboration

- Work together as One College – incorporating all members, employees, patients and carers
- Work professionally and constructively with partner organisations
- Consult all relevant audiences to achieve effective outcomes for the College
- Work together with patients and carers as equal partners
- Be transparent, wherever possible and appropriate.

Learning

- Learn from all experiences
- Share our learning and empower others to do the same
- Value and encourage personal feedback
- Use feedback to make continuous improvements
- Create an enabling environment where everyone is listened to, regardless of seniority
- Positively embrace new ways of working.

Excellence

- Deliver outstanding service to members, patients, carers and other stakeholders
- Promote excellent membership and employee experience
- Always seek to improve on own performance
- Promote professionalism by acting with integrity and behaving responsibly
- Demonstrate accountability in all that we do
- Uphold the College's 'Core Values for Psychiatrists'.

INTERNAL COLLEGE CONTACTS:

- Department: Professional Standards
- Section/Project: Training and Workforce
- Name of Contact: Helena Kopec
- Job Title: Training Engagement Manager

DATE April 2025