



**Role descriptions for College  
Officers approving consultant and  
specialty doctor job descriptions**

## Regional Advisor role description

### Eligibility and term of office

All psychiatrists who have been at the consultant or specialist associate grade for three years 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.

### Professional activities

Indicative one professional activity 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.

Regional Advisors have deputies who have a complementary role, and act on their behalf in their absence. The Regional Advisor and Deputy Regional Advisor should work closely together. The division of responsibilities between Regional Advisor and Deputy is a matter for their discretion. It is common, but not universal, for Regional Advisors to scrutinise and provide advice on consultant job descriptions and for Deputy Regional Advisors to provide advice on specialty doctor job descriptions.

### Contact with the College

Three Deputy & Regional Advisor Committee meetings are held each year at the College, chaired by the Registrar, to which all Regional Advisors and Deputy Regional Advisors are invited. Further information on these meetings may be obtained by emailing [workforce@rcpsych.ac.uk](mailto:workforce@rcpsych.ac.uk).

### Method of appointment

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 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.

### 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 psychiatrists.
- Acting as a College Assessor on Advisory Appointment Committees for psychiatrists. College assessors are generally expected to sit on two to three AAC panels each year. Training for this role will be provided by the College and the latest College Assessor job description can be found on the Workforce pages of the college website.
- Providing advice to trusts concerning job descriptions of new and replacement consultant and specialty doctor 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', available on the College website.
- Duties of Regional Advisors may vary between regions. For example, in some areas Regional Advisors are members of the Regional Section 12 and Approved Clinician Panel.
- Attending Divisional Executive Committee meetings and Divisional Regional Advisors meetings where appropriate.
- 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; and
- Divisional committee of Regional Advisors (where appropriate).

### **Person Specification**

Regional Advisors:

- Will be up to date with regards to the standards required for postgraduate education and CPD;
- Will have a keen interest in maintaining standards of consultant and other career grade psychiatrists;
- Will have a keen interest in post graduate psychiatric education and CPD;
- Will understand the national and College standards for CPD;
- Will be a full, current Member or Fellow of the College;
- Will have held a substantive Consultant or Specialist Associate post for at least three years;
- 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; and
- Will have discussed the role with their employer and the employer is content to allow the time needed to carry out the role.

### **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.

### **Support**

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

### **End of tenure arrangements:**

Where possible, Regional Advisors 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.

## Deputy Regional Advisor role description

### Eligibility and term of office

All psychiatrists who have been at the consultant or specialist associate grade for three years (two years 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.

### Professional activities

Indicative 0.5 professional activities per week.

### Definition of appointment

The Deputy Regional Advisor will have a complementary role to that of the Regional Advisor and will act on their behalf in their absence. A Deputy Regional Advisor is not necessarily expected to become a Regional Advisor in due course.

### Contact with the College

Three Deputy & Regional Advisor Committee meetings are held each year at the College, chaired by the Registrar, to which all Regional Advisors and Deputy Regional Advisors are invited. Further information on these meetings may be obtained by emailing [workforce@rcpsych.ac.uk](mailto:workforce@rcpsych.ac.uk).

### Method of appointment

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 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.

### 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. Deputy 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 psychiatrists.
- Acting as a College Assessor on Advisory Appointment Committees for psychiatrists.
- Providing advice to trusts concerning job descriptions of new and replacement consultant and specialty doctor posts (the advisors for Wales, Scotland, and Northern Ireland consult directly with the relevant office).
- Attending Divisional Executive Committee meetings and Divisional Deputy / Regional Advisor meetings where appropriate.

- The Deputy 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**

Deputy 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; and
- Divisional committee of Regional Advisors (where appropriate).

### **Person Specification**

Deputy Regional Advisors:

- Will be up to date with regards to the standards required for postgraduate education and CPD;
- Will have a keen interest in maintaining standards of consultant and other career grade psychiatrists;
- Will have a keen interest in post graduate psychiatric education and CPD;
- Will understand the national and College standards for CPD;
- Will be a full, current Member or Fellow of the College;
- Will have held a substantive Consultant or Specialist Associate post for at least three years; however, this requirement can be reduced to two years with the agreement of the Regional Advisor for that Division.
- 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; and
- Will have discussed the role with their employer and the employer is content to allow the time needed to carry out the role.

### **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, Deputy Regional Advisors 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.

## 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.



## Deputy 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.

Deputy Regional Specialty Representatives are appointed internally to assist and deputise for Regional Representatives in their support of Regional Advisors, Deputy Regional Advisors, and the Chairs of Divisions and Faculties on various relevant specialist issues. The appointment of Deputy Regional Specialty Representatives would only be expected where there was a specialty with a particularly large number of posts being processed, or where there was a potential conflict of interest involving other College officers.

The specific role of individual Deputy Regional Representative will depend upon how they have agreed to share the responsibilities of the role with the Regional Representative.

### 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 Deputy Regional Specialty Representatives, 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 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, 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 Faculty 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:**

Deputy Regional Specialty Representatives may be invited:

- To become CESR (Certificate of Eligibility for Specialist Registration) Evaluators;
- To attend Divisional Executive Committee meetings.

**Person specification:**

Deputy 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, Deputy 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.