

RCR Advisory Appointment Committee top tips

RCR job description review requests

1) Give enough notice

It will often take up to two weeks for a job description to be reviewed and approved by a regional specialty advisor (RSA). Please allow sufficient time for this, as a job description cannot be advertised until it is approved.

2) Have the correct job split

At the RCR we recommend that a job plan has at least an 8.5:1.5 split between direct clinical care (DCC) and supporting professional activities (SPA). If the split in your job plan is less than this it may be rejected.

3) Make the job description as clear as possible

The clearer the information in your job plan, the faster our advisers will be able to assess it, and the quicker it may be approved.

4) Finalise job descriptions before seeking approval

We will only accept final versions of job descriptions for review and approval. If we receive a draft version we will return it to the trust to be finalised before it is sent to an adviser.

5) Obtain job description approval before advertising a post

A job description must be reviewed and approved before it can be advertised, and it must also be approved before the Advisory Appointment Committee (AAC) panel takes place. If this has not happened, it must be made clear to the candidates interviewing for the post.

Appointment Advisory Committee RCR representative requests

1) Give enough notice to the representatives

It will often take up to eight weeks to source an RCR representative for an AAC panel as most representatives will need to give at least six weeks notice to take part.

2) Fill out information clearly when submitting the AAC application form

The RCR AAC administration team need as much detail as possible when creating a new AAC College representative request case, if you fill out the form correctly they will be able to respond to your request more quickly.

3) Finalise the approval of your job descriptions before seeking a College representative

All job descriptions (except foundation trusts) must be approved before a job can be advertised and an AAC interview panel can take place. Please ensure you have been awarded approval for your job description before organising the AAC panel and requesting a College representative to attend.



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