

RCR Advisory Appointment Committee process

Step 1

Trust/Health Board sends completed AAC request form to aac@rcr.ac.uk, the final version of job description including Job Plan, person specification must be included with the request

AAC Team sends Job Description request to Job Planning Adviser, including the Review form, copying in the Trust/Health Board contact (details provided on the request form)

Step 2

Job Planning Adviser reviews the job description and where necessary contacts the Trust/Health Board to discuss the job description.

Job Planning Adviser returns the completed Review form to the AAC Team. The form will indicate whether the job description has or has not been accepted. In the Trust/Health Board contact (details provided on the request form)

Step 3

If successful, the College Approved logo, Unique Reference number and Review date will be added to the job description and returned to the Trust/Health Board.

AAC team will compile a list of eligible College representatives that can sit on the forthcoming panel and is sent along with the reviewed job description. or has not been accepted.

If unsuccessful, the Trust/Health Board will be informed including the feedback from the Job Planning Adviser, the Unique Reference number and review date will be added to the job description.

Step 4

Trust/Health Board obtain a College Representative from the list provided by the AAC team (PLEASE NOTE AT LEAST **8-10 WEEKS NOTICE** SHOULD BE GIVEN, if less than 8 weeks is given it is unlikely a College representative will be found).

Step 5

Once a College representative has been sourced, the Trust/Health Board should advise the AAC Team.

The AAC team will email the AAC Outcome form to the College Representative, the completed form should be returned to the AAC team within two weeks of the panel.



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