

## JOB DESCRIPTION & PERSON SPECIFICATION

### CLINICAL LEAD – RECRUITMENT AND SELECTION

#### JOB CONTEXT

The Joint Royal Colleges of Physicians Training Board (JRCPTB) is based at the Royal College of Physicians of London and is responsible for managing the Colleges' role in the regulation of specialist training in the UK. The JRCPTB sets and maintains standards of specialist medical training and confirm the competence of trainee Physicians on behalf of the Federation of the Royal Colleges of the United Kingdom (made up of the Royal College of Physicians of Edinburgh, the Royal College of Physicians and Surgeons of Glasgow and the Royal College of Physicians of London).

The Specialty Recruitment Office coordinate recruitment into medical specialty posts at CT1 and ST3 levels on behalf of Health Education England (HEE) and the devolved nations.

#### PURPOSE AND SCOPE

The successful candidate will play an integral role in shaping the JRCPTB strategy for recruitment and selection of doctors into post-graduate training in physicianly specialties. Using their knowledge to identify areas of best practice, the clinical lead for recruitment and selection will work closely with the Specialty Recruitment Office (SRO) manager to both maintain existing excellent standards whilst making recommendations for innovation and improvement to ensure our processes remain fit for entry into physicianly specialties.

The post-holder will also provide clinical guidance to the SRO team to support decision making related to eligibility of applicants and interpretation of policy.

#### REPORTS TO

Medical Director of the Joint Royal Colleges of Physicians Training Board (JRCPTB).

#### WORKS CLOSELY WITH

SRO Manager, SRO team, Head of Development and Recruitment, SAC recruitment leads, JRCPTB clinical leads/officers.

#### MAIN RESPONSIBILITIES

- Working closely with the JRCPTB management team, directly support the generation (and subsequent achievement of) the strategic direction, vision and SRO operational plan.
- Offer clinical input and expertise to support the recruitment and selection process for JRCPTB-coordinated specialties including:
  - Setting eligibility criteria, person specifications, selection methodology
  - Maintenance of the interview question bank and interviewer training and support documentation
  - Responding to complex ad-hoc queries and considering complaints & appeals

- Working with SAC recruitment leads continually seek to align processes, whilst ensuring appropriate specialty specific requirements are preserved
- Overseeing the ongoing review and reporting of the recruitment process to ensure continuous improvement
- Actively engage in external discussions around the development of recruitment and selection of postgraduate doctors, ensuring that the physician position continues to be represented and considered at a national level. This is likely to include attendance at national medical education and training meetings.
- Contribute to the JRCPTB Quality Management agenda, working with the Clinical Lead for Quality Management and Head of Development and Recruitment to ensure that the both areas of work complement each other.
- Serve as a member of the JRCPTB operations group (comprised of senior JRCPTB clinical and non-clinical management team), actively engaging in wider JRCPTB educational policy, including development of plans for implementation of Shape of Training and ensuring recruitment and selection is appropriately considered.

## **TENURE**

The term of office would be for one year in the first instance, renewable annually at the decision of the Medical Director to a maximum of four years (subject to satisfactory annual appraisal and the ongoing need for the position).

## **FINANCIAL SUPPORT**

The role attracts remuneration equivalent to 1 PA per week. Reasonable travel expenses in relation to the role are reimbursed.

## **TIME COMMITMENT**

Because of the intermittent nature of the work (ie attendance at the RCPL not always required – much can be done remotely by email & telecon etc), the successful candidate is expected to negotiate with their employer a degree of flexibility, and must seek their express permission to take up this post prior to appointment. This role holder will sit on the JRCPTB Operations Group (fortnightly meeting) but would not be expected to attend each meeting in person.