

## THE ROYAL COLLEGE OF PSYCHIATRISTS OFFICER

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Reviewer for the College Invited Review Mechanism
<b>TERM OF OFFICE:</b>	5 years
<b>RESPONSIBLE TO:</b>	Specialist Adviser Remediation Services
<b>WORKING WITH:</b>	Invited Review Service Committee
<b>Governance</b>	Registrar
<b>Management</b>	Specialist Adviser Remediation Services Director of Professional Standards Remediation Services Manager
<b>ELECTED/APPOINTED:</b>	Appointed
<b>TIME COMMITMENT:</b>	Training days (two days on an annual basis) and Review days (2-4 days per year). There is a small time commitment in co-ordinating the final report if you are a lead reviewer.

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### OVERVIEW

The reviewer for the Invited Review Mechanism should be a Member of the College, in good professional standing who has a keen interest in this area of work, with experience of conducting reviews and investigations.

### JOB PURPOSE

The reviewer will have a role in supporting the Invited Review Mechanism within the College, and ensuring that review visits are conducted in a timely and professional manner.

### KEY RESPONSIBILITIES

1. In liaison with the Specialist Adviser Remediation Services, assist in developing and implementing the College Invited Review Mechanism
2. Attend any training that is offered by the College as part of the reviewer role
3. Share relevant knowledge, experience with colleagues undertaking this work
4. Act as lead reviewer when asked to do so by the Specialist Adviser or in other cases to join a review team as a reviewer to assist the identified lead reviewer
5. Conduct each review in each host organisation, as a fair, non-

judgemental process that allows for feedback from the organisation

6. Assist the lead reviewer of any review in ensuring that the first draft report is received by the College in a timely manner

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.

## **PERSON SPECIFICATION**

### **ESSENTIAL**

- An experienced Consultant for at least 5 years, (10 years is desirable)
- Experience of writing clear, consistent reports with recommendations
- Experience of giving feedback to teams
- Excellent communication skills
- Effective interviewing technique
- Recent training in conducting investigations provided by his/her employer
- Good time management and organisational skills
- The ability to maintain confidentiality
- The ability to focus on detail and the 'bigger picture'

### **DESIRABLE**

- A good understanding of organisational team dynamics
- Experience of leading teams and management

**November 2016**