

# **Advisory Appointment Committee guidance for Job Plan Advisers**

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## Introduction

Thank you for volunteering to be a Job Plan Adviser for the College. The pressure on services arising from increasing demand against the back drop of diminishing resources is manifesting itself in job planning.

The College has a role to play in ensuring patient-safe practice, which encompasses both direct clinical care (DCC) and supporting professional activities (SPA). The latter, encompassing continuing professional development (CPD), teaching and research among other critical non-clinical activities, informs the delivery of high-quality patient care.

Using your professional judgment, coupled with the College's guidance, *A guide to job planning in clinical radiology* or *Guide to job planning in clinical oncology, third edition*, and the BMA's *job planning guidance resources*, you will evaluate whether the submitted job plan is realistic in balancing the needs of the service with the professional responsibilities of the consultant.<sup>1-3</sup>

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## 1. Process

Trusts and health boards are required to send their job plans to the College for review prior to advertising a post. The College commits to the review being completed within two weeks, recognising that it is in no one's interests to unduly delay recruitment.

We will evenly distribute workload between our Job Plan Advisers recognising the volume of activity in each area.

We will contact you by email to notify you of a job plan to review, providing you with the job plan and details of the local contact should you need them. If for any reason you are unable to complete the review within the two-week period from the date of receipt, please contact the Professional Services team ([aac@rcr.ac.uk](mailto:aac@rcr.ac.uk)) as quickly as possible so they can reallocate. If an 'out of office' message is received indicating a lengthy period of absence, the review will be forwarded to an alternative representative for completion.

If you have any questions or suggestions relating to the job plan, we ask you to liaise with the local contact. If the job plan as proposed would not meet with the criteria outlined in College guidance, you may make suggestions for revision.<sup>1-2</sup> If these are agreed, you can return the amended and final job plan to the Professional Services team with a recommendation for approval. You cannot compel a recruiting trust or health board to take on board your recommendations, but the decision as to whether the job plan meets College guidance – and therefore recommendation for approval – will rest with you.

We ask you to complete a review form indicating your evaluation of the job plan and to make a recommendation as to whether the proposed job plan meets the standards set out in the College's respective guidance documents.

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## 2. If you approve a job plan ...

The Professional Services team will take on board your recommendation and approve the job plan.

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## 3. If you do not approve a job plan ...

The Professional Services team will note this and provide a unique identifier and the date of review.

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## 4. Any questions?

Contact the Advisory Appointment Committee (AAC) Team; email [aac@rcr.ac.uk](mailto:aac@rcr.ac.uk) or telephone 020 7405 1282, option 8 for AACs.

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## References

1. The Royal College of Radiologists. *A guide to job planning in clinical radiology*. London, The Royal College of Radiologists, 2013.
  2. The Royal College of Radiologists. *A guide to job planning in clinical oncology, third edition*. London, The Royal College of Radiologists, 2015.
  3. [www.bma.org.uk/advice/employment/job-planning](http://www.bma.org.uk/advice/employment/job-planning) (last accessed 07/12/2017)
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