

Advisory Appointment Committee process

INITIAL STAGE

CREATION OF A POST

Replacement (s) or new post due to service developments

4 weeks

PLANNING AND PREPARING THE JOB DESCRIPTION / PERSON SPECIFICATION

JD & PS are drawn up by the clinical director/consultant in charge of the department (based on a standard template)

Trust or a management board approves JD/PS

COPY OF JD / PS TO YOUR REGIONAL ADVISER FOR APPROVAL

The Faculty can start looking for an assessor from this stage providing a date has been set for interview, name will be released after JD approved

Exception for Cleft Lip and Palate Appointments

Copy of Cleft Lip and Palate JD/PS to Eric Freeland and Alistair Smyth for approval

3 weeks

REGIONAL ADVISER TO COMMENT AND APPROVE

(approval letter/email is sent to the employing authority)

EMPLOYING AUTHORITY START PLANNING THE AAC

- Agree date for the interviews (if not already set)
- Advertise the post
- Request a Faculty Assessor and *allow at least 8 weeks for the Faculty to find a suitable assessor*
- Confirm Interview date with all panel members

SEND FORMAL REQUEST TO THE FACULTY ALONG WITH:

- copy of JD/PS
- interview date, time and venue
- copy of the approval letter/email

NAME OF THE FACULTY ASSESSOR IS SUPPLIED BY THE FACULTY

Exception for Cleft Lip and Palate Appointments

Names of the TWO Faculty Assessors are supplied by the Faculty, one from OMFS and one from Plastic Surgery.

Job is closed and applications are received

6-8 weeks

SHORT LISTING PROCESS

- Send short listing packs to all panel members, including Faculty Assessor
- Short listed candidates are agreed and confirmed by all panel members

INVITE CANDIDATE/S & MAKE NECESSARY ARRANGEMENTS FOR THE AAC

ADVISORY APPOINTMENT COMMITTEE

- All candidates are interviewed
- Deliberation by all the panel members
- Panel members make a decision on who will be appointed

FINAL STAGE

RELEVANT PARTIES ARE INFORMED ABOUT THE APPOINTMENT

Both employing body and Faculty Assessor inform the Faculty of the details of the person appointed: Name, GDC number and employment start date

1-2 weeks

APPOINTMENT IS COMPLETED AND FEEDBACK FORM RETURNED TO THE FACULTY