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*Registered Charity No 212808*

Dear Colleague

**Re: College Assessor Post**

Thank you for your interest in the College Assessor Post

Please find enclosed a job description Person Specification and application form for College Assessors. Completed forms must be returned to the College Representative team.

If you would like to contact me for an informal discussion about what will be involved in becoming a College Assessor, please do so via the College Representative team ([collegereps@rcseng.ac.uk](mailto:collegereps@rcseng.ac.uk)).

I look forward to receiving your application.

Yours sincerely



**Mr Paul D R Spraggs FRCS**

Council Member,

Lead for Advisory Appointment Committees

**job description**

**Royal College Assessor**

**Introduction**

The Professional & Clinical Standards department set standards for the practice of surgery and oversees the regulation of the general professional training of surgeons. It is responsible for the formulation and delivery of College policy relating to standards, education, training and examinations throughout England and Wales.

The College has, as a primary responsibility, the upholding of the highest standards of practice of surgery in all specialties. In order to fulfil this responsibility the Council places great reliance on the consultant surgeons nominated to sit on Advisory Appointment Committees (AACs).

The Advisory Appointments Committee is a panel of five core members including a Lay Member, The Chief Executive, the Medical Director, a Consultant from the relevant specialty, and the College Assessor. If the post is a teaching or research post there should be a university representative on the panel. An AAC panel may not proceed if a core member is not present.

The College Assessor is the only statutory external influence on the Advisory Appointment Committees. Along with the other members of the AAC, the assessor must ensure that the best candidate for the job is appointed and that the process is fair and open within current legislation, and current employment practice.

**Job Description**

**Main Function**

The role and responsibilities of the College Assessor are:

* To act as a college representative on Advisory Appointment committee panels;

* To ensure that the best candidate for the job is appointed and that the process is fair and open within current legislation and current employment practice;
* To ensure selection is based on a candidate’s fitness, i.e. qualifications, experience and suitability as a trainer where appropriate.
* It is the responsibility of the assessor to ensure that only individuals who are fully trained are short listed and appointed. This includes adequate training in any sub-speciality that is mentioned in either the job advertisement or the post specification.
* To give a short written account of how AAC process went, and give the name of the person(s) appointed;
* To liaise with medical staffing with regards to obtaining short listing papers.

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**Person Specification**

**Essential**

**To be a College Assessor one:**

* Must be an established consultant or honorary consultant in the NHS;

* Must have been in active practice as a substantive Consultant for a minimum of five years;
* Must be a fellow of The Royal College of Surgeons of England;
* All Assessors must have taken or be willing to undertake Equal Opportunity and Diversity training.

Please Note: If retired, you may be able to continue acting in this capacity for a period not exceeding twenty four months following retirement from active clinical practice in the NHS.

**College Assessors will demonstrate:**

* Excellent oral communication skills;
* Familiarity with the principles in the document: *The National Health Service (Appointment of Consultants) Regulations 1996: Good Practice Guidance;*
* An understanding of, and a commitment to, the principles of equal opportunities and diversity;
* An understanding of when proper processes are being threatened.

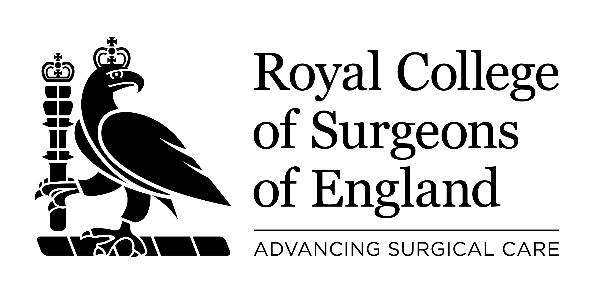
**Time Commitment**

The assessor would be expected to be willing to undertake a minimum of 1 AAC per year.

**Term of Office**

The assessor’s initial term of office will be 5 years, after which it may be reviewed.

Current assessors need not reapply at this stage.



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**COLLEGE ASSESSOR APPLICATION FORM**

***Please complete this form in type or blue/black ink and return to:***

*The College Representative Team*

*The Royal College of Surgeons of England,*

*38-43 Lincoln’s Inn Fields,*

*London*

*WC2A 3PE.*

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| --- |
| **Personal Details** |

**Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**First Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_**

**Address for correspondence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GMC Number: \_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Day telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_**

**Secretary’s telephone number: \_\_\_\_\_\_\_\_**

**Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you a fellow of the Royal College of Surgeons of England? YES / NO**

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| --- |
| **Professional Details** |

**Surgical Specialty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sub-specialty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Hospital trust: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How many weeks notice are you required to give your Trust? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How far are you prepared to travel (e.g. 100 miles) \_\_\_\_\_\_\_\_\_\_\_\_**

**Which days of the week would you usually be available for College assessor duties?**

**Monday**  **Tuesday**  **Wednesday**  **Thursday**  **Friday**

**In what year did you last receive equality and diversity training? \_\_\_\_\_\_\_\_\_\_\_\_**

**Professional interests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- |
| **Education** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualifications obtained *(including degrees, diplomas, professional examinations)*** | | | | | |
| **Exam/Qualification** | **Grade** | **Year** | **Exam/Qualification** | **Grade** | **Year** |
|  |  |  |  |  |  |

|  |
| --- |
| **Employment History *(Starting with most recent employer)*** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hospital Name and Address** | **Position Held** | **Dates** | | **Specialty** |
| **From** | **To** |
|  |  |  |  |  |

|  |
| --- |
| **Relevant Experience** |
| *Please give a brief account of your reasons for applying for this position and how you meet the person specification. (max 300 words)* |

|  |
| --- |
| **References** |

***Please provide the names of two referees***

**Name: \_\_\_\_\_ Name: \_\_\_**

**Relationship: \_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone: \_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATA PROTECTION ACT**

*I understand that personal information about me will be held on the College’s database for personnel/administrative purposes, including analysis for management purposes and statutory returns.*

**EQUALITY AND DIVERSITY POLICY**

*The Royal College of Surgeons of England is committed to equal opportunities for all those involved with the College.*

**I am not aware of any reason why my involvement in sitting on Advisory Appointments Committees would be inappropriate, for example because of any sanctions against my status with the GMC. The College treats all sanctions equally and does not differentiate between clinical and non-clinical issues.**

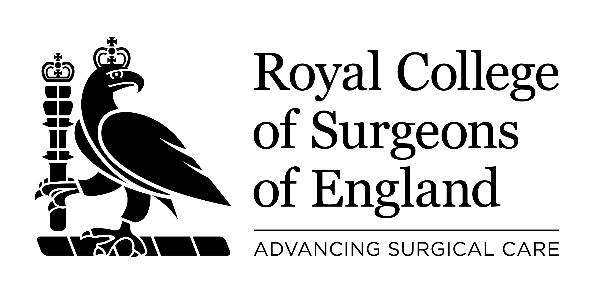


**I certify that the information given above is to the best of my knowledge correct.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_**

The Royal College of Surgeons of England is an equal opportunities employer committed to ensuring that no employee receives less favourable treatment than others on grounds of gender, age, disability, marital status, race, religion or sexual orientation.



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**Equal Opportunities Questionnaire**

***The Royal College of Surgeons of England is an equal opportunities employer committed to ensuring that no employee receives less favourable treatment than others on grounds of gender, age, disability, marital status, race, religion or sexual orientation.***

In line with UK legislation and good practice guidelines, we are asking everyone to complete this section. You are not obliged to provide any of the information in this section, but if you do so, it will enable us to monitor our business processes and ensure that we provide equality of opportunity to all.

**Sex**

Female

Male

**Nationality \_\_\_\_\_\_\_\_\_\_\_\_**

**1st Language \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Do you have a disability** under the terms of the Disability Discrimination Act 1995 (a person with a physical or mental impairment that affects your ability to carry out normal day to day activities which are substantial, adverse and long term)?

Yes

No

**What is your sexual orientation?**

Bisexual

Heterosexual

Homosexual

**What is your religion or belief?**

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

Other religion/belief

Indicate a more specific category

**Ethnicity**

**Ethnicity**

*Choose one selection from the list below to indicate your cultural background*

1. **White**

British

Irish

Any other white background

1. **Mixed**

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background

1. **Asian or Asian British**

Indian

Pakistani

Bangladeshi

Any other Asian Background

1. **Black or Black British**

Caribbean

African

Any other Black background

1. **Chinese or other ethnic group**

Chinese

Any other background

Indicate a more specific category here:

*This information will be recorded electronically with your other data in accordance with the Data Protection Act 1998, but used only for monitoring our business practises*