

**This form must be completed by the appointing body (employer) to start the review process**.

**Employer:** Use a new blank form for each job description. **Please do not overwrite a form that you have used before**. Email this form and the job description to your RCP regional office. [Find your regional office’s contact details on the RCP website](https://www.rcp.ac.uk/membership/rcp-community/uk-regional-network).

Fill in the Basic information section and the ‘Employer’ column in the Review checklist section. Make sure each criteria is cross-referenced to the relevant page in the job description. If a criteria is not addressed, leave the check box blank and explain why in the ‘Employer comments’ section below the checklist. **Please re-save this document in its original format (.docx)**

**Regional specialty advisers (RSAs):** Check that each criteria is addressed in the job description and tick the corresponding box. If it isn’t, leave the box blank and enter a comment in the comments log.

**Regional advisers (RAs):** Taking the RSA’s comments into account, check that each criteria is addressed in the job description and tick the corresponding box. If it is not addressed leave the box blank and enter a comment in the comments log. After each review round, complete the ‘Outcome of review’ section at the end of the form.

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| **For RCP admin use only** | |
| RCP reference number | To be added by system |
| Trust | To be added by system |
| Region | To be added by system |

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| **Basic information** To be completed by the employer | |
| Post title\* | SpecialistJDR |
| Main specialty\* | Please choose... |
| Main hospital base of postholder | Click or tap to enter text |
| Number of posts\* | 1 |
| Reason for post\* | New post |
| Contract type\* | Full-time |
| Subspecialty | Please choose... |
| Other subspecialty | Please choose… |
| Has the post already been advertised?\* | Please choose... |
| Is there a general internal medicine (GIM) requirement?\* | Please choose... |
| Advisory Appointment Committee (AAC) date, if known | Please enter date… |

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| **Job planning** To be completed by the employer | |
| Direct clinical care (DCC)\* | Enter a number |
| Supporting professional activities (SPAs)\* | Enter a number |

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| **Contact details** To be completed by the employer | |
| **Medical staffing contact** Used for correspondence during the approval process | |
| Name\* | Click or tap to enter text |
| Job title | Click or tap to enter text |
| Telephone\* | Click or tap to add phone number |
| Email\* | Please enter only one address |
| **Clinical lead** Optional, will be cc’d when approval documentation is sent | |
| Name | Click or tap to enter text |
| Job title | Click or tap to enter text |
| Telephone | Click or tap to enter phone number |
| Email | Please enter only one address |

| **Review checklist** To be completed by everyone | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| All parties should tick the relevant box against each criterion. If the job description does not meet the criterion, leave the box blank and insert comments in the comments log section below. | | | | | | |
| **Criterion** | | **Page(s)** | **Employer** | **RSA 1** | **RSA 2** | **RA** |
| 1 | Inclusion of a job description that includes a job plan and person specification | Click or tap here to enter text. |  |  |  |  |
| 2 | A commitment to secretarial support and an adequately equipped office, including IT facilities | Click or tap here to enter text. |  |  |  |  |
| 3 | A statement on expectations regarding medical audit | Click or tap here to enter text. |  |  |  |  |
| 4 | A statement on expectations for continuing professional development (CPD) | Click or tap here to enter text. |  |  |  |  |
| 5 | A statement on commitment to revalidation | Click or tap here to enter text. |  |  |  |  |
| 6 | A description of the department/directorate (a list of colleagues’ names and titles) | Click or tap here to enter text. |  |  |  |  |
| 7 | Workload figures are included, eg inpatient and outpatient workload (new and follow-up) and  expectations of the personal workload | Click or tap here to enter text. |  |  |  |  |
| 8 | A statement about staff that will be available to support the appointee | Click or tap here to enter text. |  |  |  |  |
| 9 | A statement that there will be consideration of time off in lieu (such as weekend working) | Click or tap here to enter text. |  |  |  |  |
| 10 | A reference to information about access to mentoring for newly appointed specialist doctors (job descriptions should always include this) | Click or tap here to enter text. |  |  |  |  |
| 11 | A sample weekly timetable that takes account of the programmed activities (PAs) outlined below and is broken down into AM and PM sessions with timings.    Common issues:  • Full time posts should have a 10 PA framework  • Include time for lunch and travel | Click or tap here to enter text. |  |  |  |  |
| 12 | Direct clinical care (DCC)  a) PAs dedicated to direct clinical care stated  b) PAs dedicated to dictating letters, reviewing results, attending multidisciplinary team meetings and case presentations, and seeing relatives stated | Click or tap here to enter text. |  |  |  |  |
| 13 | Supporting professional activities (SPA)  a) A minimum of 1.5 SPAs is included for revalidation only (a minimum of 1 if the post is less than 10 PAs). This includes audit, CPD, and appraisal. The terms and conditions of the specialist doctor contract state there should be a minimum of 1 SPA for full time doctors. The minimum requirement for revalidation is at least 1.5 SPA and therefore the RCP will not approve full time specialist doctor post which has less than 1.5 SPA. Good practice guidance produced by the Welsh Assembly Government advocates 20% of time for SPAs for all SAS doctors.    b) Additional SPAs have been allocated such as for teaching, research, assessment of trainees, clinical governance and service development. | Click or tap here to enter text. |  |  |  |  |
| 14 | On-call commitment should be clearly stated (the overall or weekday and weekend frequency if applicable) | Click or tap here to enter text. |  |  |  |  |
| 15 | If acute on-take duties are part of the job description, there must be a specific commitment to post-take ward rounds. | Click or tap here to enter text. |  |  |  |  |
| 16 | Full registration with General Medical Council | Click or tap here to enter text. |  |  |  |  |
| 17 | Completed a minimum of 12 years’ medical work (either continuous period or in aggregate) since obtaining a primary medical qualification, of which a minimum of 6 years should have been in a relevant specialty | Click or tap here to enter text |  |  |  |  |
| 18 | Meets the criteria set out in the generic capabilities framework for the specialist grade which has been developed by AoMRC, BMA and NHS Employers. | Click or tap here to enter text |  |  |  |  |

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| **Review comments** To be completed by everyone | | | |
| Indicate the relevant checklist number above when inserting comments | | | |
| **Review round 1** | | | |
| Employer’s initial comments | | Click or tap here to enter text | |
| RSA 1 comments | | Click or tap here to enter text | |
| Do you want to be notified of the review outcome? Select an option: No | |
| **GUM posts only** Should this JD be reviewed by the Faculty of Sexual and Reproductive Health (RSRH)? Select an option: No | |
| RSA 2 comments | | Click or tap here to enter text | |
| RA comments | | Click or tap here to enter text | |
| **Review round 2** | | | |
| Employer’s response to RSA/RA comments | | Click or tap here to enter text | |
| RSA 1 comments | | Click or tap here to enter text | |
| RSA 2 comments | | Click or tap here to enter text | |
| RA comments | | Click or tap here to enter text | |
| **Review round 3** | | | |
| Employer’s response to RSA/RA comments | | Click or tap here to enter text | |
| RSA 1 comments | | Click or tap here to enter text | |
| RSA 2 comments | | Click or tap here to enter text | |
| RA comments | | Click or tap here to enter text | |
| **Additional review rounds** | | | |
| Employer’s responses to RSA/RA comments | | Click or tap here to enter text | |
| RSA 1 comments | | Click or tap here to enter text | |
| RSA 2 comments | | Click or tap here to enter text | |
| RA comments | | Click or tap here to enter text | |
| **Outcome of review** To be completed by the regional adviser | | |
| Reviewed with comments |  | |
| Reviewed and approved |  | |
| **If you are approving the job description please add the DCC/SPA figures as reviewed, even if these have not changed from the original numbers supplied by the Trust** | | |
| DCC | Enter a number | |
| SPAs | Enter a number | |
| **For RCP admin use only** These details are added automatically at the end of the review | | | |
| Ref | | | To be added by system |
| RA | | | To be added by system |
| RSA | | | To be added by system |
| Final review date | | | To be added by system |
| Review valid until | | | To be added by system |
| Form version | | | 1.1 |