

REGIONAL SPECIALTY ADVISERS (RSAs)

Applications are invited for these honorary roles within the Faculty. These should be made on the application form available at <http://www.facocmed.ac.uk/library/docs/jobgenapp2011.doc> and returned, together with a brief CV, to emma.dawson@fom.ac.uk by **10 00 am on Tuesday 14 February 2012.**

The vacancies for Regional Specialty Advisers and Deputies are as follows:

- Northern – RSA and Deputy
- North West Thames (North West/West London, Hertfordshire and Bedfordshire) - RSA
- South West Thams (South West London, Surrey and West Sussex) – RSA and Deputy

Please read the following information before making your application.

Roles and Responsibilities

Regional Specialty Advisers and their deputies are appointed by the Faculty Specialty Advisory Committee (SAC) to assist in the process of specialty training in occupational medicine in the regions, and to represent the Faculty locally. Their appointment is initially for three years, which may be extended to six years on the recommendation of the SAC.

The Faculty indemnifies RSAs for the performance of their work for the Faculty, as outlined below:

1. Faculty Representation

- RSAs represent the Faculty in their region in all matters related to specialty medical training in occupational medicine. They are therefore expected to have appropriate knowledge of specialty training, and the Faculty's processes and procedures, and to keep up-to-date with any changes.

2. Principal responsibilities

The Regional Specialty Adviser:

- advises the Faculty on the process of education and training in occupational medicine in their region, and on any particular problems that the region may be experiencing;
- is responsible for advising employers on the establishment of training posts, and carries out the initial approval of the post before it can receive GMC recognition;
- advises the Faculty on the appointment of educational supervisors;
- provides advice to prospective and current trainees on the training process, and assists with careers fairs and other events where Faculty representation is required;
- reviews job descriptions and advertisements for Specialty Registrar and NHS Consultant appointments, acts as a member of the Advisory Appointments Committee for StR and Consultant appointments when invited, and reports back to the Faculty;
- should attend the twice yearly RSA meetings of the Faculty, usually held in May and December;
- should attend (when requested) training post inspection visits;
- provides advice to Responsible Officers on the interpretation of specialty specific supporting information for revalidation.

3rd Floor, New Derwent House
69-73 Theobalds Road
LONDON
WC1X 8TA

t: 020 7242 8698
f: 020 3116 6900
e: fom@facocmed.ac.uk
www.facocmed.ac.uk

Registered Charity No 1139516
Scottish Charity No SC040060
Registered in England No 07461063
VAT Registration No 798 6604 62

3. Postgraduate Deanery Specialty Training Committee

- The RSA should be a member of the Deanery Specialty Training Committee. In many cases the RSA will also fulfil the role of Deanery STC Chair, but must be aware that the Chair of the Deanery STC is appointed by the Postgraduate Dean, and is indemnified by the deanery when acting in that capacity. The roles and responsibilities of RSA and Deanery STC Chair should not be confused.
- The RSA will assist the deanery in monitoring progress of trainees, may be a member of an ARCP panel and will advise generally on the training process.

Person specification

Applicants must be:

- a Member or Fellow of the Faculty
 - in good standing with the Faculty (paid all fees and subscriptions due from them to the Faculty, signed a declaration of faith and complied with the minimum requirements of the Faculty's or other appropriate continuing professional development scheme)
 - on the GMC Specialist Register under occupational medicine
- and
- ideally, have experience as an educational supervisor, with successful SpR training through to specialist accreditation.

Expenses

This is an honorary role; any travel and other necessary expenses incurred in travelling to meetings and carrying out the role will be reimbursed in accordance with the Faculty's business travel and expenses policy.

January 2012