To start the review process this form must be completed by the appointing body (employer).  **A new blank form must be used for each job description – please do not overwrite an existing one.** Once completed, please email this form and the job description to the professional support administrator- ps.administrator@rcophth.ac.uk. **The JD and person spec should be submitted in one document.** The form will be reviewed by professional support department and then passed onto your regional representative for approval. Once your regional representative has reviewed the form and given approval, the form will be returned with the final comments/approval.

**Employer:** Fill in the General Information section and the ‘Employer’ column in the Checklist Criteria section. Make sure each criterion is cross-referenced to the relevant page in the job description. If a criterion is not addressed, leave the check box blank and explain why in the ‘Employer comments’ section below the checklist.

**RCOphth Office:** Check that each criterion 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 Representative:** Confirm that each criterion 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.

**General Information** to be completed by the employer

**\*These fields must be completed by the employer before the form is submitted**

|  |  |
| --- | --- |
| **\* Post Title**  | **\* Job description reference number**  |
| **Main hospital base of postholder**[Main location] | **\* Number of posts being advertised for this JD****\* Reason for posts e.g. New post, replacement****\* Contract type****\*Is the post already advertised?** |
| **\*DCC** [DCC Trust]**\*SPA** [SPA Trust] |
| **\*Main specialty****Ophthalmology** | **Date/Time/Location of AAC** |
| **Sub-specialty(s)** |
| **Medical Staffing contact details:** \*Name  Job title  Phone  \*Email   | **Clinical lead/ job description author contacts details:** \*Name  Job title  Phone  \*Email   |

## **Checklist criteria**

## **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.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **\*Employer**  | **\*Page number**  | **RCOphth Office** | **Regional Representative** |
| Job description including a job plan and person specification  |[ ]  Click or tap here to enter text.  |[ ] [ ]
| **Job description**  |
| 1. Secretarial support and an adequately equipped office
 | [ ]  | Click or tap here to enter text. |[ ] [ ]
|  Expectations regarding medical audit, teaching, training and research.  | [ ]  | Click or tap here to enter text. |[ ] [ ]
| Expectations for continuing professional development (CPD) and revalidation |[ ]  Click or tap here to enter text. |[ ] [ ]
| Description of the department/directorate (a list of colleagues’ names and titles)  |[ ]  Click or tap here to enter text. |[ ] [ ]
| Workload figures are included, e.g.:* Inpatient and outpatient workload (new and follow-up)
* Expectations of the personal workload related to the individual post (not the department as a whole)
 | [ ]  | Click or tap here to enter text. |[ ] [ ]
| Staff that will be available to support the appointee |[ ]  Click or tap here to enter text. |[ ] [ ]
|  Consideration of time off in lieu (e.g. unscheduled weekend working) |[ ]  Click or tap here to enter text.  |[ ] [ ]
| A reference to information about access to mentoring for newly appointed Specialty and Specialist (job descriptions should always include this) |[ ]  Click or tap here to enter text. |[ ] [ ]
| **Job Plan**  |
| Sample weekly timetable (See example in [Job description guidance](https://www.rcophth.ac.uk/wp-content/uploads/2022/03/Specialty-Doctor-Job-Description-Guidance-August-2024.pdf))  | [ ]  | Click or tap here to enter text. |[ ] [ ]
| Direct clinical care (DCC) PAs dedicated to direct clinical care stated e.g. clinic, theatre, specialist clinic | [ ]  | Click or tap here to enter text. |[ ] [ ]
| 1. Every 1PA DCC clinic generally requires 0.25PA of patient-related administration as part of the DCC, although complex clinics may require more.
 | [ ]  | Click or tap here to enter text. |[ ] [ ]
| Supporting professional activities (SPAs)1. A minimum of 1.5.SPA is included for revalidation only, this includes audit, CPD, appraisal, research and teaching.
 |[ ]  Click or tap here to enter text. |[ ] [ ]
| 1. Additional SPAs have been allocated for assessment of trainees, clinical governance and service development etc. if required of post holder.

c) NHS Research PAs:Where SPAs are expected to contain a contribution to research that is specified, it is reasonable that the following commitment is required, depending on the size of research study: • acting as local principal investigator 0.25~~1~~–0.5 SPAs• acting as chief investigator 0.5~~1~~–1.0 SPAs• Research and good clinical practice (GCP) training 0.~~1~~25 SPA’s |[ ]  Click or tap here to enter text. |[ ] [ ]
| **Criteria** | **\*Employer**  | **\*Page number**  | **RCOphth Office** | **Regional Representative** |
| On-call commitments should be clearly stated (the overall or weekday and weekend frequency if applicable) | [ ]  | Click or tap here to enter text. |[ ] [ ]
| **Person specification**  |
| Confirmed requirements for desirable qualifications  | [ ]  | Click or tap here to enter text. |[ ] [ ]
| Full registration with the GMCCompleted at least four years full-time postgraduate training (or its equivalent gained on a part-time or flexible basis) of which at least two of which will be in a specialty training programme in a relevant specialty; or equivalent experience and competencies  | [ ]  | Click or tap here to enter text. |[ ] [ ]
|  |  |  |  |  |
| **Comments log****Indicate the relevant checklist number above when inserting comments**  |
| **Initial employer comments**  |  |
| **Review round one**  |
| **RCOphth office comments** |  |
| **Regional Representative comments** |  |
| **Employers ’response**  |  |
| **Review round Two (If needed)** |
| **RCOphth office comments** |  |
| **Regional Representative comments** |  |
| **Employers’ response** |  |

**Outcome of review**

Final sign-off is by the regional representative *only*

|  |  |
| --- | --- |
|  **Approved** [ ]  |  **Not approved** [ ] (tick this box if the JD requires changes or cannot be approved) |
|  **Approver:** Choose an item. **Regional Representative:** [RA full name]  |
|  **Date of final review** [Date approved] |
| **The review is valid for 1 year, provided the job description remains completely unchanged. The AAC must be within the review validity date.** |   **! For RCOphth admin use only**  **Review expiry date**  [Approval valid until] **DCC** [DCC admin] **SPA** [SPA admin] |

## **RCOphth information**

**Regional Adviser (RCOphth Admin):**

**Date documents received (RCOphth Admin):**