



# RECRUITMENT LEAD ROLE DESCRIPTION (MEDICAL MICROBIOLOGY)

**Appointed by:** Council

**Accountable to:** Chairs of the Joint Combined Infection Training Specialty Advisory Committee (CIT SAC) and the Medical Microbiology and Virology College Specialty Training Committee (CSTC)

**Term of office:** Normally 3 years from the AGM in November of the year of appointment

## Introduction

The College is a professional membership organisation dedicated to the advancement of the science and practice of pathology. There are currently approximately 10500 members, all of whom are pathologists and scientists based in hospitals, universities and laboratories in the UK and overseas. The College's main tasks are to set and maintain training standards for doctors and scientists, to advise on the appointment of consultants, to ensure the membership is kept up to date with current practice through the continuing professional development scheme, and to promote the latest developments in pathology by holding scientific meetings.

The College's mission is to promote excellence in the practice of pathology and to be responsible for maintaining standards through training, assessments, examinations and professional development.



## Training and Assessment

The Training and Assessment Departments are in the Learning area of the College and work closely with the Examinations and International Departments that are within the same area. They contribute to a coherent stream of work that dovetails with related work in postgraduate assessment and examinations.

The Training Department is responsible for:

- the establishment and maintenance of regulated curricula
- training standards/guidance for trainee doctors and scientists
- registration and monitoring of trainees
- certification (Certificate of Completion of Training [CCT] and Portfolio Pathway
- quality assurance of training
- provision of support for careers fairs
- provision of support for CSTCs.

The Assessment Department manages the development of workplace-based assessments for trainees across the full range of pathology professions. It also provides a trainee ePortfolio, contribute to others and provides training the trainer sessions for trainers, trainees and assessors within the pathology specialties.

The Training and Assessment Departments work closely with the Joint Royal Colleges of Physicians Training Board (JRCPTB) regarding Infection training which comprises the specialties of Medical Microbiology, Medical Virology, Infectious Diseases and Tropical Medicine.



## Role context

The national recruitment models for medical specialties is dependent on the identification of designated leads in medical microbiology, virology and infectious disease to work with the JRCPTB, RCPATH and the recruitment office in the planning, coordination, assessment and review of the recruitment process for their specialty. The College is responsible for the appointment of recruitment leads in microbiology and virology. A vacancy has arisen for the Recruitment Clinical Lead in Microbiology who will work closely with virology and infectious diseases recruitment leads and will ensure effective communication with the Joint Combined Infection Training (CIT) SAC, the Medical Microbiology and Virology College Specialty Training Committee (CSTC) and with the recruitment office throughout the recruitment cycle.

## Main responsibilities

### Planning – in liaison with the JRCPTB, CSTC and the recruitment office:

- Define and agree the interview timing, format and content for the specialty
- Agree the recruitment model to be used for each recruitment round (local, single centre, clusters etc)
- Assign the questions to be used at each interview centre

### Coordination

- Co-ordinate and assure the application of agreed recruitment procedures across various recruitment days as necessary
- Promote the dissemination of recruitment documentation to interviewers, including interviewer guidance and the clinicians' survey



- Support the recruitment office by assisting with individual applicant enquiries regarding specialty-specific issues
- Liaise with specialty colleagues and recruitment centres to ensure appropriate representation and structure of selection panels
- Ensure that effective feedback on interview performance can be provided on request for all unsuccessful candidates for the specialty

## **Review**

- Co-ordinate the review/update of the specialty-specific question bank
- Construct and propose new questions to add to the bank
- Report on the selection process to the Joint CIT SAC, CSTC and the JRCPTB following recruitment rounds; identify strengths and weaknesses and potential actions for future rounds
- Attend recruitment workshop(s)
- Receive interviewer survey responses on behalf of the specialty and include any pertinent findings in Progress Reports

## **Appointment**

The recruitment lead will be appointed following advertisement to the Medical Microbiology community. Applicants should submit an abbreviated CV and a short personal statement (ideally 1 – 2 paragraphs) by the stated deadline. If there is more than one candidate, the personal statements will be circulated to each member of the CSTC who will indicate a preference to the RCPATH Training Department. In the event of a tie, the deciding vote will be cast by the relevant specialty Chair of the CSTC.



## Tenure

The recruitment lead normally serves for a period of 3 years. This can be extended to a maximum of 6 years, by mutual agreement of the SAC.

## Time commitment

It is difficult to be prescriptive as to the required time commitment, but experience indicates that the equivalent of 0.75 PA per week may be required.

It will be supported in the following ways:

- anticipation of recognition of the role within individual job plans and support from employers, including appropriate leave to attend recruitment functions
- production of recruitment documentation, protocols and statistical analysis and aggregated and comparative outcome reports.

Specialties may wish to establish a designated recruitment team or nominated deputy to assist with local delivery of selection, quality assurance and delivery of the role.



## Person specification

	Essential	Desirable
Fellow of the Royal College of Pathologists in the relevant specialty	✓	
Have previous experience as a training programme director or (similar) in that specialty.		✓
In active practice (at time of appointment), with current GMC license to practice and specialist registration	✓	
Participating in a CPD scheme	✓	
Not currently subject to any investigations related to professional performance or probity	✓	
Demonstrate an interest and enthusiasm for recruitment development and implementation	✓	
Maintain a good knowledge of recent specialty and recruitment developments and selection methods	✓	
Undertake to assign sufficient time to deliver the role, especially during active recruitment periods	✓	
Keep up to date with recent clinical developments in their specialty	✓	
Be able to negotiate with, and co-ordinate, SAC and specialty colleagues to deliver agreed recruitment processes	✓	
Provide timely engagement with central co-ordinating recruitment teams /deaneries	✓	
Be willing to modify and adapt recruitment processes in line with ongoing modernisation and change within the NHS	✓	
Have clear and effective verbal and written communication skills.	✓	
Have a good knowledge of the equality and diversity principles contained in the Equality Act 2010 and how they apply to medical education.	✓	



Have completed a formal course in Equality and Diversity	✓	
Have previous involvement in recruitment development		✓
Be aware of, and interest in, the rapidly changing medical education and training environment		✓

