

## External Adviser Person Specification

External advisers have an important role to play in the consultant appointment process in Scotland as described in *The National Health Service (Appointment of Consultants) (Scotland) Regulations 2009*. The external adviser is a full panel member and their role is to provide input and advice throughout the appointment process, and particularly to ensure that any candidate appointed is suitably trained and qualified to carry out the duties of the post and that the Health Board's expectations for the post are realistic and achievable.

External advisers must be employed outside the recruiting health board area. As such the Adviser provides a vital external presence in an appointment process directed by the recruiting Health Board. External advisers are supported by NES and supported by the Academy of Medical Royal Colleges and Faculties in Scotland who run this process on behalf of Scottish Government Health Workforce Directorate.

### Person specification

An external adviser must:

- have a full understanding of the curricula, training and assessment requirements in their speciality to enable them to advise whether candidates from outside the UK have had adequate training/experience. For this reason it is likely that many advisers will have (or have had recently) significant specialty training responsibilities e.g. as Training Programme Directors.
- have experience of the consultant interview process
- be an experienced consultant and currently on either the GMC or GDC specialty register
- be in good professional standing
- be willing and able to meet the time commitment as stated below

### Role

External advisers are full members of an interview panel and have the same voting rights as other committee members (but no right of veto). The role of the External Adviser is to advise the recruiting Board on each stage in the process, including:

- commenting on the draft job description before it is circulated to candidates
- participating in short listing
- attending the selection panel
- participating in voting (where necessary)
- advising on the training and experience background of all candidates relative to the specific job description

## Responsibilities

Advisers will be expected to:

- attend (when invited) on 50% of opportunities unless there are exceptional reasons for refusal (interview dates will be agreed to ensure Advisers are given a minimum of 6 weeks notice and guidance has been circulated by SGHD to ensure professional leave for this duty is facilitated by employers)
- respond to enquiries from the Academy Office swiftly to ensure names and contact details are provided within 10 days of the request to the Academy
- negotiate actual short listing and interview arrangements and dates directly with the relevant Health Board
- raise any concerns about the operation of the panel with the panel chair immediately
- raise any unresolved concerns about the selection process or the decision with the Academy and the Chair of the Health Board in writing
- participate in mandatory training for the role provided by the Academy and NES (updated annually)

## Time commitment

External advisers are expected to carry out the role approximately 3 times per year. While this may vary according to need, the Academy will monitor ongoing panel requests and may adjust the Adviser list accordingly throughout the year. A full term of service is 4 years.