

Foundation Trust Network

Foundation Trust Network Guidance to Foundation Trusts on the involvement of Royal Colleges in Consultant Appointments

Royal Medical College nominees may be asked to take part in a range of processes related to the recruitment of consultants. These could include:

- clinical service assessment
- drawing up of job description and person specification
- long and short-listing
- determination of recruitment strategies to be used
- structuring of selection processes including any feedback processes to the interview panel that may be employed
- interview
- recruitment review
- feedback and evaluation ¹
- candidate induction and orientation.

The Foundation Trust Network will encourage its members who chose to use RMC services in the recruitment of consultants to be clear about what stage of the process they require RMC involvement and the time-commitment required. In particular FTN will encourage:

- Foundation Trusts to give as much notice as possible to the Royal Medical College to enable the release of appropriate medical consultants.
- Foundation Trusts to set the time-table for the whole appointment process at the start, including, where possible the date for the interview and to send a time-table of the relevant part of the recruitment process and appropriate documentation in advance to ensure the RMC nominee is properly briefed.
- Foundation Trusts to offer any further verbal and written briefing that the nominee requires properly to fulfil their role in the process. This will be particularly important where a Foundation Trust wishes to take an innovative approach to consultant appointment that involves more stages and processes than a single interview.

¹ Where Foundation Trusts use innovative methods such as initial assessment this will involve feedback to the whole appointment panel including the Royal College nominee. In other circumstances it will cover any involvement the nominee may have in giving feedback to candidates.

- Foundation Trusts to ensure that all administrative arrangements are made to give easy access to the site and entrance for the RMC nominee, including proper directions, security clearance and where feasible and public transport is not an option, hospital car parking.
- Foundation Trusts to agree reasonable expenses in advance with the RMC nominee.
- Foundation Trusts (including any that may change the six week rule for release of consultant staff in the interests of managing their work flows) to consider making an exception to enable their consultants to play the role in the recruitment process that has been requested by another trust.