

Advisory Appointments Committee Process

Medical Staffing

Medical Staffing obtains the following details:

- Regional Representative's approval.
- Job description.
- Timetable.
- Person specification.
- Interview date and time. **(The College must receive twelve weeks' notice so Consultants can take leave to attend).**

Medical Staffing will email the documents to the College: psassistant@rcophth.ac.uk.

The Royal College of Ophthalmologists

The College checks the job description, timetable and person specification and relays any queries to Medical Staffing.

The College seeks an Assessor and informs Medical Staffing once a representative has been secured.

Medical Staffing will send the interview details, including venue and time, to the College Assessor.

Short listing information is also sent to the College Assessor as the representative should be involved in short listing.

The College Assessor confirms with the College who was appointed. Medical Staffing can also provide this information if the Assessor has not already done so.

The College Assessor will confirm CCT dates (with College) of short listed candidates if necessary.