

Advisory Appointments Committee Process

Medical Staffing

Medical Staffing obtain the following details:

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

Medical Staffing send the documents to the College laurelle.bygraves@rcophth.ac.uk or by post.

The Royal College of Ophthalmologists

The College will check the job description, timetable and person specification and relay any queries to medical staffing.

The College will look for a College representative and inform Medical Staffing once a representative has been found.

Medical Staffing will send the interviews details including venue and time to the College representative. Short listing information is also sent to the representative. The representative should be involved in short listing.

Medical Staffing confirms with the College who was appointed.

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