

Role description

RCP regional adviser

Location	Respective region/nation
Department	Professional Development
Reports to	RCP registrar
Tenure	6 years

About the RCP

The Royal College of Physicians is a rewarding and friendly place to work with an incredible history, dating back to our foundation in 1518. We are a professional membership body for physicians with around 40,000 members in the UK and across the world working to improve patient care and reduce illness. Our activities focus on educating, improving and influencing for better health and care.

We champion an inclusive culture and welcome applications from all sections of society. We value taking care, learning and being collaborative. These values underpin everything we do.

The Royal College of Physicians is entering a new strategic period, with its 2026–30 strategy focused on supporting members and leading our community; ensuring excellence in education and the highest standards; using our voice to advocate for and shape the future of medicine; and building organisational resilience and responsible growth. Regional advisers will play an important role in helping to deliver this strategy.

Join us to help achieve our vision of a world in which everyone has the best possible health and healthcare.

The purpose of your role

RCP regional advisers (RAs) are fellows who are appointed by the RCP nominations committee to serve their region in England, Wales and Northern Ireland. The RCP regards RAs to be essential in advising on a range of training, teaching and service activities that are pertinent to the work of physicians.

The responsibilities of an RA are outlined below. Additional duties may be directed by regional and/or national events. In order to support RAs to carry out the areas of work below, the RCP provides administrative support to each region from a team of regional managers.

Qualifications and tenure

RAs should be RCP fellows who are in good standing and in active clinical practice within the respective region. The tenure of an RA is typically 6 years. RAs work as a team within their region, and the local distribution of work between advisers can be flexible and change over each RA's tenure. One RA must be designated the main RCP point of contact and the RA team should agree between them who will take this role. The tenure can be extended by agreement between the RA and the RCP registrar. In order to deliver their roles effectively, RAs will receive an appropriate induction.

What you're responsible for

- 1 Attending the RCP regional advisers meeting held 3 times a year (2 virtual and 1 hybrid). At least one RA from each region/nation should be present at each meeting.
- 2 Regional advisers will attend two to three meetings each year to review and shape RCP job description guidance, ensuring it remains clear, practical and aligned with RCP standards. They will also support engagement activities with trust medical workforce teams, applicants for SAS and consultant roles and clinicians writing job descriptions, providing practical advice on what to look for in a high-quality job description and how to write one that is robust, transparent and fit for purpose.
- 3 Arranging an 'Update in medicine' conference. This is an important regional event that combines an internal medicine CPD day, which is usually attended by the RCP president and other RCP officers, with a visit by the RCP president to a local hospital on a separate day. The CPD day should be suitable and relevant to doctors at all career stages.
- 4 Reviewing and assessing applications for RCP fellowship 3 times a year. RAs will be invited to become a fellowship grading panel member which involves reviewing, assessing, and grading nominations for fellowship, adhering to the guidance and criteria as set out by the RCP. Invitations to sit on a panel will be sent out prior to each round and an induction session arranged for newly appointed panel members.
- 5 Acting as an RCP point of contact for RCP college tutors and/or senior physicians in the region. RAs should endeavour to forge links with RCP college tutors and/or senior physicians in the trusts in their region, which will include attending regional or national (virtual) meetings for RCP college tutors and associate college tutors twice a year. These links are particularly important if there are concerns about training or care in a particular locality, in which case it may be appropriate to arrange a meeting with physicians in that trust.
- 6 Contributing to the management of training in internal medicine for internal medicine and specialty resident doctors. One of the region's RAs should endeavour to represent the RCP on the deanery committees such as the Internal Medicine Medical Training Committee, and the School of Medicine Board. Due to clinical commitments, responsibility for attending these meetings may be shared between the RAs.
- 7 Facilitating New Consultants Forums and the introduction of CPD events for SAS doctors. The RAs and their regional/nations manager will work with the regional New Consultants

Committee representative/SAS committee representative to facilitate the introduction and development of these events in their region.

- 8 Approving continuing professional development (CPD) events. RAs may be asked to support the work of the CPD team to assess proposed educational events for RCP approval.
- 9 Shortlisting abstracts received for the annual RCP virtual poster competition and participating in a virtual judging panel if invited.

Other duties may include

- 1 Participating in the appointment of RCP college tutors. The college tutor post should be advertised internally in the trust/health board, with appointment by interview. The panel should include the head of the School of Medicine (or a nominated deputy, usually the regional internal medicine programme director), the trust director of medical education (or a nominated deputy) and one of the RAs (or a nominated deputy). The trust concerned may make an interim appointment before a formal process is undertaken at a later date.
- 2 Contributing to supporting doctors in difficulty. The RCP believes that it is important to offer support to members and fellows who encounter a professional difficulty. A comprehensive approach to this issue is being developed and RAs will contribute as a potential point of contact for those who are in difficulty. Often this will be to signpost the member or fellow involved to more appropriate resources, but this is a new approach and as such the RAs' role will be reviewed and amended in the light of experience and discussion with RAs.
- 3 Promoting the activities of the RCP.
- 4 Promoting the wellbeing of physicians and colleagues.
- 5 RAs for Wales and Northern Ireland may have additional national roles advising their devolved health departments.

Our values

The RCP positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status or pregnancy and maternity.

The RCP is all about our people – our members, staff, volunteers and leaders. We educate, influence and collaborate to improve health and healthcare for everyone and know we can only do this by being inclusive, encouraging and celebrating diverse perspectives. Welcoming into our community people who represent the 21st-century medical workforce and the diverse population of patients we serve is a priority for us.

As a volunteer you are expected to comply with all RCP data protection and security policies and procedures.

(Reviewed May 2026)