



Medical Director for Invited Reviews

Reports to	The registrar
Business unit	Professional Development
Role	Voluntary role
Tenure	Up to four years with a possible extension, with review on an annual basis
Hours	Up to 2 days per week.
Location	The role holder must be based in the UK and is expected to work flexibly to meet the requirements of the role. This will include a mix of remote and on-site working (in both Liverpool and London), and elsewhere as required.

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 [new strategy](#) is built on our belief that medicine remains a deeply meaningful and rewarding profession, and that the RCP has a vital part to play in helping physicians thrive.

We work from two main sites – The Spine, a new state-of-the-art building at the heart of the Knowledge Quarter in Liverpool, and an iconic Grade I-listed building overlooking beautiful Regent’s Park in central London. We are committed to a hybrid working model that means most staff work flexibly and are required to spend a minimum of 6 days a month in the office.

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.

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

Purpose and scope

Invited Reviews are commissioned by executives from NHS organisations to improve the care of patients and maintain professional standards. Reviews support physicians and managers of healthcare organisations when they feel the practice of good clinical medicine is potentially being compromised and are an important means of ensuring patient safety. This clinically led consultancy service collaborates with medical specialties and is a complex area of work that has direct impact on difficult situations for both individual physicians and their teams and services. The service is part of the domains covered by the College registrar who oversees standards of practice and professional behaviours.

The invited review service has grown significantly in the last five years both in terms of number of requests and complexity of issues to be reviewed. We do not see this as a sign of

11 St Andrews Place, Regent’s Park, London NW1 4LE | The Spine, 2 Paddington Village, Liverpool L7 3FA

Tel: +44 (0)20 3075 1649 | +44 (0)151 318 0000

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Registered charity no 210508

Role description

there being more problems in the NHS but instead as a shift towards healthcare organisations viewing the leadership the RCP provides as being very positive.

The scope of invited reviews is varied and can involve consideration of how one service is structured, how different medical specialties work together in the delivery of care, or individual clinician practice. Many reviews incorporate consideration of a substantial number of case records using a quality assured structured judgement review methodology. This has led to a significant increase in workload. The team has successfully carried out several virtual visits and case record reviews and going forward will consider each review on a case by case basis to determine whether it is best carried out in person or virtually. As the medical director, you will be responsible for agreeing which review requests fall within the remit of an invited review, and helping to mitigate potential risks associated with undertaking difficult and challenging reviews.

The medical director role is central to building a corporate memory of high-profile reviews and actions taken to address recommendations made. The IR medical director will need to ensure that invited reviews are well governed and maintain the high reputation of the RCP.

The medical director works closely with the head of invited reviews and leads a clinical team of four deputy medical directors and a group of clinical leads who are there to help develop and support the delivery of the service. There is also a dedicated team of five RCP staff supporting the service.

You will work closely with the college registrar, as well as with the wider senior leadership team.

Looking further afield, the invited reviews service has become increasingly involved in conversations with regulators about the remit of invited reviews, links with other programmes such as GiRFT and peer review and also offering leadership and advice across other medical royal colleges.

Ensuring that learning from invited reviews is shared with specialist societies, medical directors and RCP members and fellows is a key measure of success.

How we'll measure your success

- Increased number of invited reviews
- Strong networks built and maintained with specialist societies and medical leaders
- Strong networks and relationships built and maintained across NHS institutions and with trusts and health boards
- Learning captured and disseminated from invited reviews
- Management and mitigation of risk to RCP reputation for invited reviews
- Positive, cross organisational collaboration for the delivery of the strategy of “one RCP”

Your experience includes

Essential

- Be within clinical practice at the time of appointment
- Demonstrable ability to provide leadership and create consensus.
- A consultant physician and fellow of the RCP, in good standing with employer, GMC and RCP.

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- Experience in a senior leadership role in the NHS or relevant specialist society
- Ability to work collaboratively across specialties and institutions
- Ability to professionally chair meetings and to give difficult feedback
- Ability to handle a variety of situations with tact and diplomacy
- Experience of building networks and relationships
- Ability to work in a multi-disciplinary environment with clinical and non-clinical colleagues
- Have a commitment to the vision, mission and values of the RCP and its [Code of Conduct](#).

Desirable

- Experience of visiting hospitals/trusts to assess educational and/or clinical provision
- Experience of interaction with medical directors and chief executives regarding quality of services
- Experience of case record review using structured judgement methodology
- Experience of overseeing the writing of complex reports in a timely way

Board and committee membership

- IR governance meeting (bi-annual)
- IR development group meetings (bi-annual)
- Medical specialties board
- Council attendee (non-voting)
- College officers forum (bi-annual)

Direct reports

- Appraisal of four deputy medical directors. These are voluntary roles with appointees giving time for reviews (receiving a small honorarium) and supporting the development of the service
- Contribute to the appraisal of the head of service

Tenure of post

Up to four years with a possible extension with review on an annual basis

Appraised by

Annual review will be with the registrar, and a review of the role description will also take place on an annual basis.

Time commitment

Up to 2 days a week. Ad hoc support is required for attendance at meetings and calls with relevant stakeholders. Chairing of IR visits will be between 1-2 days but advanced notice will be given of these.

The RCP is working towards greater equality, diversity and inclusion and is very open to discussion about flexible working arrangements including role sharing.

Financial aspects

- This is a voluntary role and not remunerated. It is the duty of a candidate for office to obtain advance agreement from their employing authority that they will be given adequate time to perform RCP duties, in the context of [activities recognised by the Department of Health and Social Care](#), before applying for the position.
- It is anticipated that duties will be performed through a combination of agreed SPA time over and above the minimum required to fulfil revalidation requirements, and that any shortfall would be made up through additional external activities agreed through the postholder's job plan.
- The RCP appreciates the cost pressures on NHS employers and is able to offer a 'clinician release supplement' to the employer towards the cost of backfilling roles of up to £12,000 per annum. This offer is subject to satisfactory annual appraisal and to the approval of a job plan that provides adequate time to allow for performing RCP duties.
- Appointees are eligible to claim reimbursement of reasonable expenses incurred in carrying out their roles, in line with the RCP's expenses policy.

Our values

We are committed to **taking care**, **learning**, and **being collaborative**. These values drive the way we behave, how we interact with each other, and how we work together to achieve our vision and improve patient care.

We value taking care

This means we behave respectfully towards people, whatever their role, position, gender, or background. It means we act as representatives of the RCP and take decisions in the interests of the organisation as a whole.

We value learning

This means we continuously improve through active learning and honest reflection, so that we grow personally and as an organisation, while striving for excellence. We support learning and development opportunities.

We value being collaborative

This means we work together towards the RCP's vision in a collaborative and professional way, understanding that individuals bring different strengths and approaches to our work. We value diversity and each other's contributions.

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 an RCP member of staff or volunteer you are expected to comply with all RCP data protection and security policies and procedures.

Last reviewed: June 2026