

Requests for review should be made via the relevant regional manager or administrator at the RCP. [Regional office contact details](https://www.rcplondon.ac.uk/about-rcp/whos-who/rcp-uk-regional-network) can be found on the RCP website

1. The Trust should submit a job description (JD) together with a completed JD review (JDR) form

week 1

week 2

week 3

1. The RCP sends the job description on for regional specialty adviser (RSA) review.
2. The RCP sends the job description and amended JDR form from the RSA to the regional adviser (RA) for review.

3-6 weeks

The RCP sends the amended JDR form for consideration to the Trust

1. The RCP sends approval to the Trust
2. The Trust sends the revised JD review form and job description **with amendments highlighted**. If the Trust feels unable to change the document in line with any suggested amendments please provide comments in the JD review form explaining your reasons.
3. The process continues until the regional adviser is happy to approve the job description

When a date for the AAC is set the Trust should contact the relevant [email contact](https://www.rcplondon.ac.uk/education-practice/advice/advisory-appointments-committees-aac) to seek a college representative for their AAC. If the job description is not approved the RCP will still offer to send a college representative to the AAC

## Fig 1 A guide timescale for approval of job descriptions

The trust requests approval of a JD from the local RCP regional office

week 1

week 2

week 3

The RCP contact sends the JD to the RSA

The RCP contact sends the JD to the RA

3-6 weeks

Comments are sent back to the trust The JD is approved by the RA

The trust submits a revised JD