

The NHS Regulations require that membership of selection committees (known as Advisory Appointment Committees – AAC) for an NHS consultant **must** include, as core members:

Dean of Faculty (or nominated staff member)

Head of Division

Medical Director (or a person who acts in a similar capacity at the Trust) or, where the appointment is to a consultant post in Public Health Medicine, the Director of Public Health in the Trust in which the duties of the post will mainly be carried out.

Clinical Director or CEO of the NHS Trust (or nominated representative)

Nominated Royal College representative

1 or 2 representatives from the area of research

Note taker

A list of Royal College contacts can be found on the clinical webpages. Once the Royal College has approved the job description you should request a list of potential panel members. You should then contact personnel on the list to see which representative can attend.

It usually takes approx. 6 weeks to organise an AAC.

Notes from the AAC should be submitted to HR services with the new contract paperwork.