Approval request

- Trust/Foundation Trusts send request for College approval to: **aac@rcoa.ac.uk**
- This must include the job description, person specification and job plan including HR and lead clinician contact details.

Step 1

- AAC co-ordinator sends request to Regional Adviser (RA), including an approval form, copying the HR department and lead clinician (according to details given).

Step 2

- RA makes a decision (following discussion with the hospital if required)and returns the approval form to the AAC co-ordinator**.**
- If successful, a College approved logo will be added to the job description and returned to the trust. If the post is not approved because the SPA split is not sufficient, an AAC assessor may attend if requested in a timely manner (see below). If the post is not approved for other reasons the College will not provide an assessor.

Step 3

- HR should contact College with proposed date/time and place of the AAC.
- **PLEASE NOTE THAT 8 WEEKS NOTICE IS NEEDED. If less than 8 weeks notice is given it will decrease the likelihood that an assessor will be found.**
- A unique reference number will be given to the AAC and sent to the HR contact.

Step 4

- AAC co-ordinator will contact assessors to attend the AAC giving the date/time/place.

Step 5

- Once an assessor has agreed to attend the AAC their details will be sent on to the HR contact.
- The assessor will receive an email with contact details for the hospital HR department with a copy of the job description and RA approval form.