



Guidance for RCOG AAC Representatives

July 2026

Introduction

This resource is intended to complement the [full guidance](#) for those acting as an RCOG representative on advisory appointment committees in obstetrics and gynaecology. It aims to provide a short reference guide of the key points to consider before joining an AAC panel, and reminder of your role throughout the AAC process.

Purpose of the Role

- Represent the RCOG as an independent external assessor.
- Ensure consultant appointments meet national standards, promote patient safety, workforce wellbeing and career development.

Before the AAC

- Please confirm the post has received RCOG job plan approval.
- Review the job description, timetable and person specification.
- Ensure compliance with RCOG guidance:
 - DCC $\leq$ 85%
 - SPA $\geq$ 15% (Wales: normally 7:3 DCC to SPA for a 10 PA contract)
 - Minimum 10% of DCC allocated to clinical administration.
- Check appropriate allocation for clinics, theatres, labour ward, ward rounds and governance activities.

Key Job Plan Standards

- Subspecialty posts should include at least 2 PAs dedicated to the subspecialty.
- Posts with obstetric OOH duties should include at least 0.5 PA daytime labour ward cover.
- Gynaecology consultants should have sufficient theatre exposure to maintain emergency competencies.
- Adequate SPA time should be available for appraisal, CPD, audit and mandatory training.



During the AAC

- Assess candidates objectively against the person specification.
- Consider clinical competence, professionalism, leadership, governance and educational experience.
- Ensure recruitment decisions are fair, transparent and evidence based.
- Maintain confidentiality throughout the process.

If Concerns Arise

- Clearly state concerns during panel deliberations.
- Ensure concerns are documented appropriately.
- Do not lower standards because of local workforce pressures.

After the AAC

- Complete assessor feedback and documentation.
- Notify RCOG of any significant concerns where required.

Golden Rules

Patient Safety • Independence • Fairness • Objectivity • Confidentiality • RCOG Standards

Glossary of Terms

- **AAC:** Advisory appointments committee – panel which evaluates candidates for certain NHS clinical positions, such as consultants, as well as specialty, associate specialist and specialist (SAS) doctors.
- **CPD:** Continuing professional development
- **DCC:** Direct clinical care
- **OOH:** Out-of-hours
- **PA:** Programmed activity
- **RCOG:** Royal College of Obstetricians and Gynaecologists
- **SPA:** Supporting professional activities

For more detailed information, you can find the most recent RCOG AAC guidance [on our website](#).