

Clinical Quality Advisor Job Description and Person Specification

Job Title:	Clinical Quality Advisor
Directorate:	Clinical Quality & Research
Responsible to:	Professionally responsible to the RCoA President Managerially responsible to the Director of Clinical Quality and Research
Key relationships:	RCoA President; RCoA Director of Clinical Quality and Research; RCoA Clinical Quality and Research Board (CQRB) Chair; Head of Clinical Quality; PatientVoices@RCoA; RCoA Patient Information Lead and Group; Safe Anaesthesia Liaison Group (SALG) co-chairs; RCoA Anaesthesia Clinical Services Accreditation (ACSA) Lead; RCoA Sedation Advisor; RCoA Clinical Quality and Research Team

General Duties & Responsibilities

- To provide clinical advice and support to clinical quality workstreams
- To respond to enquiries received by the clinical quality team requiring medical and anaesthesia expertise
- To escalate important or serious issues relating to anaesthesia raised by the medical profession, patients or members of the public through CQRB and Council
- To represent the RCoA to multidisciplinary stakeholders

Specific Duties and Responsibilities

- To respond to enquiries received by the clinical quality team that require medical anaesthesia expertise, requesting further advice from those with relevant, up to date knowledge and experience where appropriate
- To work with the clinical quality team and SALG co-chairs to respond to regulation 28: prevention of future death reports received by the RCoA, liaising with experts and multidisciplinary stakeholders where appropriate
- To act as the clinical lead for Invited Reviews, providing day to day advice on the appropriateness of invited review requests and working with the team to improve the invited review service
- To attend Council meetings as an observer to provide clinical advice as and when required
- To participate in RCoA boards and committees as a co-opted member, including the following:
 - Clinical Quality and Research Board,
 - PatientVoices@RCoA,
 - Patient Information Group,
 - Anaesthesia Clinical Services Accreditation (ACSA) Committee,
 - Standards Committee (electronic group),
 - Guidelines for the Provision of Anaesthetic Services (GPAS) Editorial Board,
 - Invited Reviews Oversight Group (electronic group),
 - Safe Anaesthesia Liaison Group (SALG),
 - Ethics Committee

- To represent the RCoA on external committees and working groups as requested by the President, including:
 - GMC Intercollegiate Ethics Forum,
 - Intercollegiate Advisory Committee for Sedation in Dentistry (IACSD),
 - Sedation Training Accreditation Committee (STAC),
 - NHSI National Patient Safety Response Advisory Panel
- To represent the RCoA at external events as requested by the President and Clinical Quality and Research Director
- To provide clinical advice to the Communications team on media and press enquiries
- To provide support to the RCoA Sedation Advisor as required
- To be familiar with RCoA policies and issues promulgated in RCoA communications e.g. the Bulletin and website.
- To carry out on occasion any other relevant duties as and when required by the President and Clinical Quality and Research Director.

Remuneration

The post is supported by a fixed supplement, payable to the postholder's employing trust or board to enable the successful candidate to dedicate a minimum of 8 hours per week to the role. Specific hours and days of working are flexible and should reflect the ongoing needs of the post.

In the event that the postholder retires from clinical practice during the appointed period, there would be no direct remuneration available.

Period of commencement and operation

The postholder will commence their duties in July 2023 for a period of three years, subject to an annual performance review.

Person Specification: Essential Criteria

Educational Requirements
FRCA or equivalent
Professional/Technical and Occupational Training
In good standing with the RCoA
On the GMC's Specialist Register for Anaesthetics, with a current licence to practise
Experience
Holder of a substantive post in Anaesthesia or dual ICM/Anaesthesia or equivalent
Experience of expert committee work and/or standards setting work in a relevant setting
Experience in developing guidelines or similar documents
Track record of delivering projects to time, cost and quality
Desirable:
Recent experience in other RCoA roles, such as Council or committee member and/or Regional Adviser
Skills and Knowledge
Broad understanding of the national context for anaesthetic service delivery
Broad understanding of all areas of anaesthetic service delivery
Broad understanding of the work of the RCoA in Education, Training, Patient Safety and Standard Setting
Ability to engage clinicians in consultative work
Desirable:
Media trained and direct experience of interacting with the media
Personal Attributes
Approachable, friendly manner
Hardworking, punctual, conscientious and thorough
Excellent oral and written skills
Aspiration to further the development of the work of the Clinical Quality and Research Directorate in line with the RCoA's strategic plan
Ability to work flexibly (with approval of local support) and independently under pressure and within deadlines
Good interpersonal skills in dealing with anaesthetists, other healthcare workers, managers, College staff and patient representatives
Comfortable with dealing with complex issues
Organisational Commitment
Must have support of employing Trust, Healthcare Board or University