

Medical Associate Professionals Coordinator

Directorate: Education, Training and Examinations

Reports to: Head of Training

Grade: 5

1.1 Job purpose

The primary purpose of this role is to establish and manage the delivery of the RCoA's strategy for the advancement of the Anaesthesia Associates (AAs) programme to ensure that the profession has a clear role and rationale, particularly in relation to service delivery and supporting the anaesthetic workforce.

The role holder will deal directly with the General Medical Council (GMC), employers, AAs, members of the public, anaesthetic trainees, and more senior anaesthetists. There is also a requirement to liaise with other members of the Training department and colleagues from across the organisation as well as the relevant RCoA Officers, in order to deliver a programme of work to delivery statutory regulation for AAs and establish a Faculty of Anaesthesia Associates.

This role will develop a service that is highly valued by the RCoA's members and as a 'front-line' role requires the incumbent to develop a comprehensive knowledge of the relevant regulations, systems and processes involved.

1.2 Key tasks and responsibilities

ACC Curriculum and Assessment Development

- Manage and lead the review and rewrite of the AA curriculum, assessment methodology and scope of practice for submission to the Education, Training and Examinations (ET&E) Board and the GMC
- Work closely with the regulator to shape and ensure adherence to, standards for curriculum and assessment
- Research the benefits, risks, potential and pricing model and make recommendations for the development of and subsequently manage the establishment of, a national RCoA AA examination

Faculty Development

- Investigate and make recommendations for the development of a Faculty of AAs
- Manage the establishment of a Faculty of AAs, aligned to RCoA governance structures, including the charter and ordinances
- Develop terms of reference for the Faculty of AAs Board and advisory committee, to be approved by RCoA Council
- Investigate and make recommendation for the provision of professional support of AAs
- Work with colleagues in relevant departments to develop guidance for the provision of standardised job descriptions and scope of practise across the UK
- Work with colleagues in relevant departments to develop standards and associated guidance for the continuing professional development of AAs
- Work with colleagues in relevant departments to develop functionality within the Lifelong Learning platform for AAs

- Develop data sets and reporting to support the evaluation and quality assurance of AA training programmes
- Adhere to information sharing protocols required under Data Protection legislation and/or General Data Protection Regulations (GDPR)
- Undertake research innovatively and proactively, as well as directed by RCoA Officers
- Develop a thorough knowledge and understanding of the numbers and demographics of the AA workforce

Engagement and Communication

- Work closely with the regulator (GMC) to facilitate the delivery of statutory regulation of AAs
- Work closely with the regulator (GMC) to agree a process to ensure that all AAs registered on the RCoA voluntary register are safely transferred over to the GMC register once established
- Work closely, and liaise, with four nation health systems representatives to align the AA role across the UK
- Work with colleagues in relevant departments to develop, implement and maintain a programme of engagement and communication to promote the opportunities and benefits of, and for, AAs to:
 - Prospective AAs
 - Departments, hospitals, and trusts
 - Patients and patient liaison groups
 - Higher Education Institutes, with regard to the delivery of training
- Work with colleagues in relevant departments to plan and deliver regular communications across the organisation and to members
- Develop and maintain good working relationships with external organisations such as the Association of AAs, the Association of Anaesthetists, GMC, HCPC, Health Education England (HEE) and devolved nation equivalents, and Higher Education Institutions

Project Management/Administration

- Develop and implement a detailed project plan to monitor and track progress of the delivery of the regulation of AAs and a Faculty of AAs, to be approved by RCoA Council
- Produce reports for the ET&E Board, reporting on progress
- Produce regular reports on progress for the Director of Education, Training and Examinations and the Head of Training
- Develop and regularly liaise with a network of Higher Education clinical leads across the UK
- Develop and maintain working relationships with training and examination providers
- Attend, arrange meetings and undertake research proactively, as well as directed by RCoA Officers and management
- Provision of general administrative support including arranging stakeholder events, liaising with regulatory and other third party bodies, administering relevant software applications, and maintaining project records
- Act as the main point of contact in providing information and guidance to others or directly responding to enquiries, about AAs, and referring queries to committees as necessary
- Maintain records in the relevant systems and apply housekeeping protocols effectively
- Produce letters and prepare reports and other documents for committees and internal meetings
- Ensure guidance and policy documents relating to AAs are up to date

Financial and Asset Management

- Delegated level of authority in regards to authorising purchases in the Head of Training's absence

- Develop work plans and monitor all component work streams to ensure delivery is within agreed budget
- Report any identified changes in resourcing levels or roles required to support the delivery of work

External Representation

- Represent the RCoA at stakeholder meetings relating to medical associate professionals, particularly AAs
- Provide specialty input to the development of national guidance documents and national working groups
- Liaise directly with the GMC and other stakeholders in the development of the AA profession
- Collaborate with HEE, devolved nations, other medical colleges and faculties, and other stakeholders on all matters relating to the training, revalidation and professional development of AAs

Committee Support

- Provision of secretarial support to allied Committees and Chairpersons, including drafting agendas, preparing papers, coordinating logistical arrangements, taking and reporting of minutes, coordinating follow-up actions and processing of all general correspondence for the Committees

1.3 Qualifications, skills, knowledge and experience

- Prior experience of working in a membership organisation and/or the medical education sector
- Proven customer service experience
- Experience of providing secretarial support to formal committees, including minute taking
- Demonstrable ability to understand, interpret and simplify complex information, such as regulations
- Ability to understand the evolving landscape regarding medical associate professionals and maintain a working knowledge of the regulatory policy governing the role of AAs
- Ability to undertake and report on self-directed research
- Strong organisational, IT and communication skills (both written and verbal)
- Educated to degree level, or equivalent

1.4 Core Competencies

These competencies will help you understand and deliver the high performance required for this role at the College. These performance standards and behaviours will be assessed during the interview process and developed through the appraisal process.

VALUE:	EXPERT
COMPETENCY:	Empathy with the College and its business
DESCRIPTION:	Understands the fundamentals of what the College does, its mission, vision, values and culture. Uses this information to grow and develop the College and its people

Support & Delivery
<ul style="list-style-type: none"> • Applies knowledge of business to day-to-day activities • Understands team function and how it fits in overall College • Develops a team spirit • Applies a "can do" approach • Understands impact of own role on wider College functions (and vice versa)

Management
<ul style="list-style-type: none"> • Applies their professional expertise to the College • Thinks commercially • Acts as a College ambassador • Delegates fully and effectively • Develops, motivates and engages teams and individuals • Plans resources effectively • Leads by example
Strategic Leadership
<ul style="list-style-type: none"> • Champions key direction and strategy • Encourages and demonstrates entrepreneurialism and cross-College working • Encourages a high-performance culture • Understands impact of external changes on the College

VALUE:	INCLUSIVE
COMPETENCY:	Collaboration and Communication
DESCRIPTION:	Works collaboratively and co-operatively with colleagues to get the job done and responds positively to change. Communicates widely and effectively. Appreciates diversity and equal opportunities for all.

Support & Delivery
<ul style="list-style-type: none"> • Is a team player, open to others' views • Adapts communication style to situation • Keeps others informed and updated • Willing to give and receive feedback • Listens and responds effectively • Values different perspectives
Management
<ul style="list-style-type: none"> • Communicates effectively and openly, ensuring key messages are cascaded and everyone's views are heard • Works with peers to influence effectively and consistently • Deals with conflict between individuals and teams • Works with partners to enhance the reputation of the College • Ensures transparency and credibility • Networks appropriately • Ensures and enables an inclusive culture
Strategic Leadership
<ul style="list-style-type: none"> • Articulates a shared vision • Presents in an engaging manner • Ensures conflict and risk is mitigated • Champions diversity and values

VALUE:	POSITIVE
COMPETENCY:	Customer Focus
DESCRIPTION:	Builds relationships with customers by understanding, anticipating and responding to their needs. Takes responsibility to complete work in order to exceed expectations.

Support & Delivery
<ul style="list-style-type: none"> • Answers phones in a timely way • Understands customer needs, stresses and pressures • Understands impact of own actions • Manages own time

- Meets and exceeds targets
- Does what they say they'll do
- Makes recommendations for improvements

Management

- Future-proofs
- Builds relationships
- Equips others to deal with customers
- Sets targets, ensuring they are met
- Ensures customer is aware of relevant College services and products
- Uses knowledge and expertise to ensure customer satisfaction
- Plans for the future to improve services

Strategic Leadership

- Knows competitors
- Addresses external conflict
- Focusses on the long-term
- Is aware of changes and impact on others
- Overcomes barriers to improvement
- Manages risk

VALUE: FORWARD-THINKING
COMPETENCY: Conceptual Flexibility
DESCRIPTION: Takes the initiative and thinks flexibly and innovatively in order to propose solutions and deal with ambiguity. Builds trust and credibility through self-awareness.

Support & Delivery

- Acknowledges success and failure and learns from them
- Works on own initiative and finds better ways of doing things
- Acknowledges problems and suggests solutions
- Remains open-minded
- Adjusts to changing needs
- Is aware of self and others
- Contributes and adds value to operational plans

Management

- Encourages others to find solutions
- Creates an open forum for innovation
- Implements operational plans and manages risks
- Realises when things are going wrong and fixes them
- Maintains personal credibility

Strategic Leadership

- Approaches issues with fluidity and flexibility
- Makes improvements at a corporate level
- Implements solutions at a strategic level
- Welcomes innovation from colleagues and empowers them
- Challenges the status quo

VALUE: AMBITIOUS
COMPETENCY: Shared Vision
DESCRIPTION: Acts quickly and decisively, seizing opportunities and adding value.

Support & Delivery

- Sets personal objectives which meet operational and strategic plans
- Adapts to changing priorities

- Analyses problems and resolves them
- Understands the impact of operational plans on own role
- Deals with colleagues fairly and consistently
- Keeps focused in the light of changing priorities
- Sets high personal standards

Management

- Puts operational plans into action
- Isn't afraid to make decisions
- Ensures right people, right time, right place
- Identifies new opportunities

Strategic Leadership

- Defines corporate vision and values
- Handles all matters with sensitivity
- Scans the horizon
- Develops strategy, taking into account all external drivers

Signature:

Name:

Date: