



Royal College of Anaesthetists

## Patient Information Lead

<b>Role Title:</b>	Patient Information Lead
<b>Directorate:</b>	Communications and External Affairs
<b>Responsible to:</b>	Professionally responsible to the Communications and External Affairs Board Managerially responsible to the Director of Communications and External Affairs
<b>Key relationships:</b>	Publications and Business Co-ordinator, RCoA Policy and Patient Information Manager; RCoA Website and Publications Officer; RCoA Head of Policy and Public Affairs; RCoA Director of Communications and External Affairs; RCoA Head of Communications; Chair of Communications and External Affairs Board, Chair of RCoA Clinical Quality and Research Board; Chair of RCoA Professional Standards Advisory Group; RCoA Patient Information Group; RCoA Clinical Quality Adviser.

### General Duties & Responsibilities

- To support the PI team in maintaining the [Patient Information Forum Trusted Information Creator Kitemark](#) (PIF TICK)
- To provide clinical advice and support in the drafting and reviewing of patient information resources to ensure they are clinically sound and evidence based and reflecting of current clinical practice
- To chair the Patient Information Group (PIG) and to foster an inclusive and collaborative culture within the PIG
- To report on the work of the PIG to the Communications and External Affairs Board
- To ensure that the advice of the Professional Standards Advisory Group is sought on the clinical content of PI resources.
- To champion RCoA PI resources with both internal and external stakeholders

### Specific Duties and Responsibilities

- Working with the PI team to ensure that production processes for PI is adhered to throughout all aspects of patient information development and review in order to maintain PIF TICK accreditation
- To support in the preparation for yearly assessments for the PIF TICK accreditation
- To build relationships with relevant health and care organisations and experts that can assist and strengthen the production and quality of RCoA PI resources
- To support the design and analysis of bi-yearly surveys to preoperative assessment departments on PI resources
- To assist with enquires received by the Clinical Quality & Research Directorate and work with the Clinical Quality Adviser to formulate responses to enquiries as and when required
- To write blogs and articles to promote the work of the Patient Information Group to College members e.g. the *Bulletin* and public policy materials
- To attend meetings of the Communications and External Affairs Board and provide updates as and when required
- To carry out on occasion any other relevant duties as and when required by the Communications and External Affairs Board

### Remuneration

The post is unpaid, but reasonable expenses will be reimbursed in line with agreed College policies. The post holder will be able to dedicate 4 -8 hours per week to the role.

### Terms of office

Term of office will start from date of appointment for three years.

## Patient Information Lead

### Person Specification

<b>Educational Requirements</b>
FRCA or equivalent
<b>Professional/Technical and Occupational Training</b>
In good standing with the RCoA
On the GMC's Specialist Register for Anaesthetics
<b>Experience</b>
Holder of a substantive post in Anaesthesia with regular direct clinical activity
Experience of committee work and chairing committees
Experience in developing patient information resources
<b>Skills and Knowledge</b>
A willingness to learn and work within the RCoA governance structures and priorities
Broad understanding of all areas of anaesthetic service delivery, especially preoperative assessment
Broad understanding of the work of the RCoA in Education, Training, Patient Safety and Standard Setting
Ability to engage clinicians and lay members in consultative work
<b>Personal Attributes</b>
Approachable, friendly manner
Hardworking, punctual, conscientious and thorough
Excellent oral and written skills
Passionate about high quality patient information
Ability to work collaboratively with RCoA staff and clinical leads in other Directorates
Good interpersonal skills in dealing with a wide range of stakeholders
Comfortable with dealing with complex issues
<b>Organisational Commitment</b>
Must have support of employing Trust or University