



Royal College of Anaesthetists

Clinical Quality Administrator

Directorate: Clinical Quality and Research

Reports to: Patient Safety Manager

Grade: 6

1.1 Job purpose

The purpose of this role is to administer and coordinate RCoA representation on hospital anaesthetic appointments (known as Advisory Appointment Committees) and fulfilling the RCoA's function of promoting safety standards of practice in anaesthesia. The role also provides administrative support to the Safe Anaesthesia Liaison Group (SALG), the patient safety strategy and invited review service. It will also deliver administrative support to the Clinical Directors network.

1.2 Key tasks and responsibilities

Administer the RCoA's representation at the Advisory Appointment Committees (AACs)

- Process hospital requests for RCoA representation on AACs in accordance with established procedure, including the nomination of appropriate assessors as RCoA representatives
- Monitor the content of job descriptions and advertisements and ensure that job descriptions have been approved by the appropriate Regional Advisor/s
- Liaise with the Faculty of Intensive Care Medicine (ICM) and Faculty of Pain Medicine (FPM) in relation to AACs in ICM and Pain Medicine as required
- Check whether individual applicants are eligible for appointment by consulting the RCoA databases to check qualifications, liaising with the Training Directorate and with designated Council members as appropriate
- Process applications for new assessors and ensure that the information held about assessors is up to date and secure
- Ensure that all the necessary documentation related to the AAC process is completed and filed appropriately, including the maintenance of AAC databases of requests and assessors
- Provide approved AAC information for the RCoA website and governance reporting, including regular statistical information
- Support the Lead AAC Assessor and administer new initiatives alongside the Patient Safety Manager
- Answer daily correspondence and telephone calls from hospitals (personnel and anaesthetic departments, health authorities, clinicians and potential candidates)
- Organise the RCoA assessors training days and other relevant events, including the organisation of speakers, room bookings, delegate administration and feedback and certificates

Provide administrative support to the Clinical Directors Network

- The administrative contact for Clinical Directors at the RCoA
- Arrange meetings and events for the Clinical Directors Network, including the organisation of speakers, room bookings and catering

- To provide secretariat support to the Clinical Directors Network including minutes and action points
- To maintain an accurate record and contact database of all Clinical Directors in the UK
- Manage the website forum for Clinical Directors

Provide administrative support for the RCoA's patient safety agenda

- Arrange meetings and events for the patient safety initiatives at the RCoA, including the organisation of speakers, room bookings and catering
- To provide secretariat support to the patient safety committee and working groups including minutes and action points
- To ensure the patient safety webpages remain up to date and accurate
- To monitor the patient safety inbox, answering day-to-day queries and liaising with the line manager when advice is required
- Maintain an up to date contact list for all organisations and individuals involved in anaesthesia patient safety issues
- Administer safety databases ensuring compliance with national privacy policies and the data protection policy, including but not exhaustive of the RCoA patient safety network
- Administrative support to the annual Patient Safety Conference including drafting of programmes, organising poster presentations, sourcing venues and inviting UK and overseas specialist speakers. This is likely to require an overnight stay
- Monitor the UK national patient safety agenda and maintain a current knowledge of developments in patient safety
- Scan major international patient safety developments for applicability in the UK
- Provide administrative support for the Patient Safety Updates
- Provide administrative support for the safety consultations working alongside the PA to the Clinical Quality & Research Director
- Provide administrative support to safety related working groups as deemed

Coordinate the RCoA's Invited Review process

- Process hospital requests for Invited Reviews in accordance with established procedure, maintaining strict confidentiality and professionalism when handling Invited Review data
- Coordinate onsite assessment visits by assigning reviewers in collaboration with colleagues, ensuring that all arrangements are in place for the visits including information packs for the reviewing team and agendas
- Support pre-meetings for review visits including organising logistics, taking notes and communicating detailed information to the Invited Review assessors and departments ahead of their onsite review visit
- Coordinate Invited Review invoicing including record keeping / administration, the overall payment processes, escalating as appropriate and general support to the College finance department serving as the main point of contact for Invited Review invoices
- Maintain up-to-date database(s) of Invited Review assessors and the progress of all Invited Review requests
- Organise Invited Review assessors training days, including the organisation of speakers, room bookings, delegate admin and feedback and certificates
- Create guidance to explain the process to departments and to facilitate the training of Invited Review assessors
- Create promotional material for the Invited Reviews process as required with sign off from the manager
- Produce governance reporting information, including statistical information

Provide additional administrative support to the Clinical Quality team when required

- In the absence of team members or during busy periods, to provide additional administrative support to the Clinical Quality team. Appropriate training will be provided prior

Act as Secretary, or deputy, to assigned RCoA committees

- Provide support to the Committee and its Chairperson, including drafting agendas, preparing Committee papers, coordinating logistical arrangements, taking minutes of meetings, coordinating follow-up actions and managing all general correspondence for the Committee

Other duties

- Undertake any other duties that might be reasonably required by line management

1.3 Qualifications, skills, knowledge and experience

- Experience in providing secretariat support to formal committees, including minute taking
- Database management skills with the ability to pick up bespoke systems (training will be given) and adapt for use
- Detailed report writing skills
- Intermediate Level skills with Microsoft software, in particular Excel, Word, PowerPoint and Outlook

Signature:

Name:

Date: