



Royal College of Anaesthetists

## Specialty Training Administrator

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Directorate: Education Training & Examinations

Reports to: Training Manager

Grade: 6

### 1.1 Job purpose

The primary purpose of this role is to support the College's 'Equivalence' (CESR) process.

The role-holder also has responsibility to provide support and guidance to anaesthetists throughout their training programme to the award of a CCT, as well as administering the online system for maintaining anaesthetic training records.

This role will provide a service which is highly valued by the College'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

Administration of the Certificate of Eligibility for Specialist Registration (CESR – 'Equivalence') Processes

- Provide support and guidance to applicants and assessors on the CESR process and requirements
- Coordinate the timely review, assessment and recommendations of all CESR applications
- Report recommendations to the GMC within their defined template and timescales, accurately reflecting the associated Committee's findings
- Liaise with, and coordinate the Faculty of Intensive Care Medicine for dual Anaesthesia and Intensive Care Medicine applications
- Responsibility for ensuring the CESR section of the College website and associated documents remain current
- Ensure guidance and policy documents relating to CESR are up to date and approved by the GMC
- Attend meetings with the GMC and deliver and interpret and provide reports back to the College
- Represent the College at stakeholder meetings relating to CESR

CCT Training Administration

- Provide information and guidance to others, or directly responding to enquiries, about anaesthetic specialty training (including Acute Care Common Stem [ACCS]), and referring queries to committees as necessary
- Process requests and applications from trainees taking time out of the training programme, for various reasons, including calculating training completion dates for approval and advising applicants and trainers on the outcomes
- Process recommendations for the award of a CCT, for entry to the GMC Specialist Register
- Provide support to users of the College's Lifelong Learning platform

- Maintain training records in the relevant systems and applying housekeeping protocols effectively
- Liaising with the General Medical Council (GMC) and other Colleges and Faculties as required
- Ensure guidance and policy documents relating to anaesthetic specialty training are up to date

#### 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**

- Proven customer service experience
- Demonstrable ability to understand, interpret, and simplify complex information such as regulations
- Strong organisational skills, IT skills, and communication skills (both written and verbal)
- Prior experience of working in a membership organisation and/or the medical education sector would be beneficial
- Experience of providing secretarial support to formal committees, including minute-taking
- Demonstrable ability to develop and maintain effective working relationships with a variety of internal and external stakeholders
- Educated to GCSE level, or equivalent

Signature: .....

Name: .....

Date: .....