

## Returning to work after a period of absence guideline Anaesthetist in training job description

<b>Role</b>	Anaesthetist in training - Working party member for the Returning to work after a period of absence guideline
<b>Organisation</b>	The Royal College of Anaesthetists (RCoA)

### Role description

<b>Summary</b>	<p>Members of the working party will work in collaboration with the RCoA guidelines project team and rest of the working party.</p> <p>Anaesthetist in Training applicants will be post-FRCA and have a clear commitment and clinical experience in the provision of anaesthesia for the relevant subspeciality.</p> <p>They will have experience of working within multi-professional committees or working groups. They will have strong interpersonal skills and excellent verbal and written skills, plus an ability to communicate complex issues to differing audiences.</p> <p>Applicants will ideally have an understanding of guideline development processes, systematic reviews, working in committees and critical appraisal methods. Once appointed, the working party will be responsible for contributing to the development of the guideline document.</p>
<b>Responsibilities</b>	<p>Guideline development</p> <ul style="list-style-type: none"> <li>• Review existing guidelines and propose changes based on current best practice</li> <li>• Draft new recommendations based on current best practice</li> <li>• Accept or reject any proposed changes following consultation with the RCoA's Clinical Quality &amp; Research Board, PatientVoices@RCoA and public consultation</li> <li>• Provide reasoning for rejecting a proposed change from consultation</li> </ul> <p>Working party members will be supported by the RCoA guidelines project team who will be responsible for the overall project management of the guidelines including organising working party meetings, circulating guideline drafts, collating responses from the working party and keeping version control of the document.</p>

<b>Conditions (e.g. time commitments, length of appointment)</b>	<p>The frequency and amount of working party meetings required will be at the discretion of the Chair of the working party. All meetings will take place via Microsoft Teams.</p> <p>The majority of the guideline development will take place via email.</p> <p>The working party will be disbanded upon publication of the guidelines.</p>
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## Person specification

	<b>Essential Criteria</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Clinical experience in the delivery of anaesthesia for the relevant subspeciality</li> <li>• Credible level of experience of expert committee work or standards setting work in the clinical setting (e.g. ACSA)</li> <li>• Clear commitment to the relevant clinical subspeciality as demonstrated by :               <ol style="list-style-type: none"> <li>a) Completion of teaching and educational activities</li> <li>b) Presentations to specialist societies</li> <li>c) Leading and completion of relevant QI projects</li> <li>d) Participation in managerial and organisational development.</li> </ol> </li> </ul>
<b>Skills</b>	Excellent verbal and written communication skills
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Anaesthetists in Training will have successfully completed the FRCA examination</li> <li>• Have a detailed knowledge of anaesthesia for the relevant subspeciality.</li> </ul>
<b>Other</b>	Clear reasoning for any suggestions made during the guideline development process