

Returning to work after a period of absence working group SAS Job Description

Role	SAS doctors – Working party member for the Returning to work after a period of absence guideline
Organisation	The Royal College of Anaesthetists (RCoA)

Role description

Summary	<p>Members of the working party will work in collaboration with the RCoA guidelines project team and rest of the working party.</p> <p>Applicants will have experience in anaesthesia or anaesthesia-related healthcare and of working with multi-professional committees or working groups. Strong interpersonal skills and excellent verbal and written skills are required, along with 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>
Responsibilities	<p>Guideline development</p> <ul style="list-style-type: none"> • Review existing guidelines and propose changes based on current best practice • Draft new recommendations based on current best practice • Accept or reject any proposed changes following consultation with the RCoA's Clinical Quality & Research Board, PatientVoices@RCoA and public consultation • Provide reasoning for rejecting a proposed change from consultation <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>
Conditions (e.g. time commitments, length of appointment)	<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>

Person specification

	Essential Criteria
Experience	<ul style="list-style-type: none">• An SAS doctor with understanding of service delivery• Credible level of experience of expert committee work or standards setting work in a relevant setting• Experience in developing guidelines or similar documents.
Skills	Excellent verbal and written communication skills
Knowledge	<ul style="list-style-type: none">• A detailed knowledge of anaesthesia and/or anaesthesia-related health expertise (dependent on role in the group)• Understands the processes of systematic review and critically appraising literature.
Other	Clear reasoning for any suggestions made during the guideline development process