



Royal College of Anaesthetists

Standards Coordinator (Faculties)

Directorate: Clinical Quality and Research

Reports to: Standards Manager (Faculties)

Band: B

1.1 Job purpose

This role is the administrative lead for all matters relating to professional standards, including guidance and patient safety.

This role is responsible for key Faculty outputs relating to clinical quality and patient safety.

1.2 Key tasks and responsibilities

Professional Standards and Affairs

- Lead on Professional Standards work streams and projects
- Coordinate the Faculties responses to consultations including all queries relating to them and exercising the appropriate level of discretion, as well as liaising with Faculty representatives on external committees
- Project manage the development process for new and existing publications including coordinating all reviews, consultation and organising publication
- Coordinate the review of national provision standards, including:
 - Coordinate overall writing and review process
 - Coordinate all authors, editors and revisions
 - Liaise with multiple senior external stakeholders
 - Coordinate design and publication
- Coordinate, maintain and develop Quality Improvement resources for the Faculties
- Work with the Standards Manager on Professional Standards work streams, projects, and policy
- Coordinate Faculties Team patient safety work:
 - Coordinate patient safety updates and bulletins, both scheduled and on an ad hoc basis
 - Liaise with external bodies, including NHS Improvement and individual hospitals
- Maintain knowledge of major issues affecting the Faculties, including but not limited to:
 - Standards and guidelines
 - Revalidation and Continuing Professional Development
 - Research and audit
 - Legal and ethical matters

Legal and Ethical

- Coordinate Faculties-related legal and ethical policy work and correspondence
- Liaise with legal professionals to undertake reviews and legal engagement
- Oversee production of appropriate ethical guidance
- Deliver brainstorming colloquia events on legal and ethical discussions

Smaller and Specialist Units

- Manage the Faculties' engagement with smaller and specialist units
- Coordinate the work streams that arise from the faculty wide advisory group

- Work with team members within the Faculties Team to ensure all areas of work incorporate smaller and specialist units

Committee Work, Relationships and Team Working

- Serve as secretary for all relevant committees and working parties, including preparing agendas and papers, advising on items, minute taking, developing and undertaking action points, exercising independent judgment and taking appropriate action within their areas of competence
- Develop a relationship with the Deans, Vice Deans Chair and Board / Committee members, including briefing them on the areas detailed above
- Support the workload of the team, including assisting with the induction of new employees, the introduction of Administrators to new areas of work and assisting with general matters
- Cover for the work of the Faculties Administrators and the other Faculties Coordinators, where required and deputising, where appropriate, for the Manager
- Undertake any other duties which might reasonably be required by the Associate Director of Faculties or the Manager
- Regular liaison and cross-work with team members and other College teams

1.3 Qualifications, skills, knowledge and experience

- Experience of handling administrative work of a considerable variety / volume and prioritising successfully under pressure
- Experience of committee administration including minute taking and report writing
- Ability to demonstrate a high level of accuracy in all written and database work
- Excellent organisational, interpersonal and communication skills (written and verbal), including the ability to work with senior members of the organisation and external agencies with confidence
- Demonstrable ability to understand, interpret and simplify complex information from a variety of sources
- Excellent IT Skills, including Microsoft Word, Outlook, and Excel
- Educated to 'degree' level (or equivalent), or qualified by experience

Desirable:

- Previous experience of working in a membership organisation and/or the medical education sector

Signature:

Name:

Date: