



Royal College of Anaesthetists

CPOC Coordinator

Directorate: Clinical Quality and Research

Reports to: Associate Director of Clinical Quality and Research

Band: B

1.1 Job purpose

The purpose of this role is to coordinate the work-streams, projects and outputs of the Centre for Perioperative Care (CPOC), including management of boards, committees, stakeholders, projects and communication channels.

1.2 Key tasks and responsibilities

Project Delivery or Participation

- Maintain, update and implement CPOC project plans and timetables, regularly updating line management with progress and slippages
- Provide support to CPOC projects and coordinate reporting from CPOC-related projects being undertaken by other RCoA teams
- Act as the principal lead for the development and annual update of CPOC pathway guidelines, including document production, maintaining version control, proofreading and publication
- Act as the key point of contact for the CPOC workstream, keeping Leads regularly informed and involved in project deadlines, scheduling of work and preparation of meetings
- Keep meticulous records: ensuring all circulated drafts, meeting papers and associated information is labelled and kept securely, ensure version control is maintained and ensure comments and changes to documents following consultation are recorded clearly
- Communicate with a wide variety of external stakeholders such as other Royal Colleges, specialist societies and senior members
- Coordinate responses to stakeholder consultation comments
- Administer the recruitment of appropriate representation on working parties
- Work closely with relevant clinicians, senior management and project working parties keeping them regularly informed and involved in project deadlines, scheduling of reviews, preparation of meetings and the writing plan
- Develop and maintain familiarity with CPOC guidance so as to be able to support effective participation in discussions

Secretary and/or Deputy to assigned CPOC Board/Committees

- Act as secretary to assigned CPOC Boards / committees and its Chairperson
- 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

Function and Operational Responsibilities

- Develop good working relationships with clinical leads, committee Chairs and members, including briefing them on various issues that may arise

- Write, prepare and deliver materials as required to support the Centre (statistics, presentation slides, web updates) and ensure relevant materials remain up to date
- Draft strategy proposals and public documentation, proofreading and work with internal and external contacts to rectify errors
- Manage all CPOC correspondence and produce statements in support of the RCoA's position on areas of this work for internal and external audiences
- Organise meetings required to progress CPOC's strategy, including those at regional or national level
- Monitor the UK perioperative care agenda and maintain a current knowledge of developments in the field, providing accurate and detailed summaries of associated literature
- Coordinate any projects or other general matters that are generated from the CPOC work-streams
- Manage all communication channels such as social media, events, website, publications and newsletters
- Work collaboratively with Associate Director of Clinical Quality and Research, and CPOC Coordinator to ensure CPOC operational objectives are met
- Undertake any other duties as may be reasonably expected, which are commensurate with the level of the post
- Coordinate the CPOC consultation process

Relationship Management/Customer Service

- Be the first point of contact for all CPOC queries and liaise with other RCoA directorates in support of CPOC work
- Manage the CPOC inbox, acting in a professional manner at all times
- Provide support to the CPOC Director and Deputy Directors
- Maintain and develop all stakeholder networks related to CPOC including maintenance of up-to-date contacts lists and ensuring regular communication of the Centre's work to all internal and external stakeholders
- Organise all CPOC-delivered events at regional and national level, taking responsibility for the smooth running of the events in liaison with the RCoA Education and Events Team and Facilities Team
- Attend and operate CPOC and other RCoA-related stands at relevant events and conferences, both internal and external
- Build excellent working relationships with relevant teams within the RCoA and external stakeholders to support development of CPOC deliverables
- Provide support to the wider Clinical Quality and Research directorate, as and when required

1.3 Qualifications, skills, knowledge and experience

- Experience of coordinating a designated project or programme of work
- Experience of handling administrative work of a considerable variety and volume and prioritising successfully under pressure
- Experience of organising national meetings / events
- Experience of dealing professionally with a variety of internal and external stakeholders and the ability to form good working relationships at all levels
- Experience of committee management and servicing
- Ability to work alone and use initiative, whilst also working closely and as part of a small team
- Excellent communication and interpersonal skills, including the ability to produce internal and external communications on complex issues in simple, jargon-free terms, with experience of document preparation and proofreading
- Ability to handle challenging people and situations with discretion, tact and diplomacy
- Ability to balance and manage a high workload with multiple workstreams, projects, committees and tasks running simultaneously

Desirable:

- Experience of working within a healthcare or education setting
- Formal project management training

Signature:

Name:

Date: