# Job Description for NAP8 Clinical Lead

|  |  |
| --- | --- |
| Directorate: | Clinical Quality & Research |
| Reports to: | Professionally responsible to the Royal College of Anaesthetists Centre for Research & Improvement (RCoA CR&I) Executive Management Board  Managerially responsible to the Director of Clinical Quality & Research |

1. Job purpose

|  |
| --- |
| The purpose of this role is to provide leadership for all aspects of the 8th National Audit Project of the Royal College of Anaesthetists (NAP8). NAP8 will investigate the topic of complications of regional anaesthesia (peripheral blocks and central neuraxial blockade) and other neurological complications of anaesthesia. The role will span the duration of the project, expected to start in September 2024 and run for 4-5 years.  The roleholder will be supported by:   * The RCoA CR&I Executive Management Board * Experienced NAP project coordinator * RCoA CR&I Fellowship programme |

1. Specific duties and responsibilities

This will involve (but not be limited to):

* Leading the NAP8 planning and steering groups.
* Working collaboratively with the RCoA research staff to ensure timely and cost-effective delivery of NAP8.
* Supervising NAP8 fellow(s).
* Engaging the appropriate stakeholders in the project including independent sector providers.
* Liaising with the appropriate bodies to gain the necessary permissions to conduct the project.
* Seeking additional funding for the project.
* Establishing a network of local coordinators for the project in NHS and independent hospitals.
* Liaising and engaging with local coordinators and senior hospital management to enable the project to be performed in all NHS and independent hospitals in England, Scotland, Wales and Northern Ireland.
* Supervising the creation of a reporting system that enables secure collection and storage of event reports to a suitable secure and encrypted website.
* Establishing a multi-disciplinary review panel with due regard to equality, diversity and inclusion.
* Coordinating the review of all reported cases (or as many as the project review panel deem appropriate) to extract necessary information.
* Managing all aspects of the project including data collection, data storage and data management to the highest levels of probity and confidentiality in line with the GDPR and in accordance with the stipulations of regulatory bodies.
* Representing the RCoA and NAP8 project for media and lay-public enquiries relating to the project appropriately, including managing risks associated with the project (e.g. adverse media interest during the project, breaches of confidentiality) in a manner that is consistent with the project’s risk management plan, in conjunction with the RCoA’s Associate Director of Marketing and Communications and the Director of Clinical Quality and Research.
* Reporting on progress of the project at regular intervals to the RCoA CR&I Executive Board and as requested to the RCoA Clinical Quality and Research Board.
* Developing a dissemination, implementation and evaluation plan for the outputs from NAP8.
* Coordinating the writing and publication of a report on the project. Project outputs may include:
* Full NAP8 report
* Relevant peer reviewed publications
* NAP8 infographic
* Educational and informational presentations and resources
* Leading the planning and delivery of a launch day (or days).
* Coordinating production of educational material to support dissemination of the findings of NAP8.
* Coordinating and implementing at least one national survey on anaesthetic practice through the local coordinator network, as necessary.
* Responding to queries from RCoA support staff, steering panel and other stakeholders in a timely fashion.
* Coordinating any additional studies arising from NAP8.

It is anticipated the publication of NAP8 will be followed by invitations to lecture on the topic and the Clinical Lead would be expected to participate actively in these lectures. The Clinical Lead may also need to coordinate other speakers from within the NAP8 project to meet such invitations. These roles would be assumed to be part of the Clinical Lead’s role but would likely occur after the fixed term of the project.

|  |
| --- |
|  |

1. Remuneration

There is no direct payment for the role. We will reimburse your organisation for eight hours per week of your time which you will dedicate to the project. For this the RCoA offers a fixed funded supplement that reimburses your organisation at £3,000 for an annual commitment of one hour per week. As we are asking for eight hours per week of your time this means that your employing organisation will be reimbursed £24,000 annually subject to annual review of your performance. The project is likely to last four years. Workload on this project will fluctuate over the project so you will need to be flexible with this commitment, at some points dedicating more than eight hours a week to the project and at other times less. This fee is not negotiable.

1. Line management

The successful candidate will work with senior RCoA leadership who will be available to advise on the RCoA’s goals regarding NAP8 and the needs of the project. The successful candidate will directly report to the Executive Board of the RCoA CR&I, and may be asked to provide updates to the Clinical Quality and Research Board as necessary. The successful candidate will be professionally responsible to the Director of the RCoA Centre for Research & Improvement and managerially responsible to the RCoA Director of Clinical Quality Research.

1. Person Specification

|  |
| --- |
| **Professional/Technical and Occupational Training** |
| *Essential* |
| * Holder of a substantive consultant or senior autonomously practising anaesthetist post * A Fellow in good standing of the Royal College of Anaesthetists with a licence to practice in the UK   Desirable   * Higher Research Degree (MDRes) or PhD or other advanced research training/education |
| **Experience** |
| *Essential* |
| * Track record of delivering projects to time, and quality * Evidence of working collaboratively with people from a wide range of professional backgrounds (including clinicians and patients) and being effective across organisational boundaries * Direct experience of leading large-scale studies and academic project management * Experience in risk management * Expertise/strong interest in the topic of NAP8 |
| *Desirable* |
| * Track record of publication * Direct experience of interacting with the media |
| **Skills and Knowledge** |
| *Essential* |
| * Strong leadership, interpersonal and organisational skills * Excellent oral and written communication skills * Have the necessary communication skills to chair meetings and effectively co-ordinate the multi-disciplinary planning and review meetings * Practical strategic planning ability * Commitment to, and experience in, meaningful stakeholder engagement * IT skills (use and access to TEAMS, word processing, spreadsheet, database and presentation packages) * Excellent editing and presentation skills to enable high quality production and dissemination of the report’s findings. |
| **Personal Attributes** |
| *Essential* |
| * Be able to commit the necessary time to complete the roles listed in the job description to the highest level * Willingness to provide long term commitment to the NAP process and overall programme * Proven commitment to equality, diversity and inclusion * Self-motivated, enthusiastic and driven * Enterprising and innovative * Self-motivated, enthusiastic and driven * A team worker who is able to plan and achieve aims * Ability to work flexibly (with approval of local support) and independently under pressure and within deadlines * Fully supported by their employer to take on this role * Good interpersonal skills in dealing with clinicians, other healthcare workers, managers, College staff and patient representatives * Comfortable dealing with complex issues and direction setting |