



Royal College of Anaesthetists

## Workforce and Careers Coordinator

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Directorate: Education, Training and Examinations

Reports to: Workforce and Careers Manager

Band: B

### 1.1 Job purpose

The purpose of this role is to provide support and guidance to anaesthetists applying for entry to the General Medical Council (GMC) Specialist Register through the Certificate of Eligibility for Specialist Registration (CESR) route, as well as coordinating the timely review and assessment of such applications.

This role is responsible for the development and administration of a programme of initiatives aimed at encouraging a career in anaesthesia and engaging with prospective members (e.g., foundation programme trainees, undergraduate students, school leavers). In addition to, providing support to SAS anaesthetists (Staff Grade, Associate Specialist and Specialty Doctor) is also a key element of this role.

This involves working closely with the GMC, members of the public, foundation trainees, medical students, anaesthetists and other stakeholders. As well as, liaising with other members of the Training Team, colleagues from across the College, relevant College Officers and external stakeholders.

### 1.2 Key tasks and responsibilities

Certificate of Eligibility for Specialist Registration (CESR) Administration

- Carry out the role of Lead Administrator for the CESR process
- Provide support and guidance to applicants and assessors on the CESR process and requirements
- Coordinate the timely review, assessment and recommendations of all CESR applications
- Maintain library of CESR data e.g., application numbers / outcomes and provide reports to the to the Education, Training and Examinations Board
- Report recommendations to the GMC within their defined template and timescales, accurately reflecting the associated Committee's findings
- Liaise with the Faculty of Pain Medicine for pain medicine applications
- Develop and regularly liaise with a network of CESR clinical leads across the UK
- Deliver CESR stakeholder events as required, including the organisation of speakers, room bookings, delegate administration and feedback, and certificates
- Ensure the CESR section of the College website is regularly reviewed and remains current
- Ensure key guidance and associated documents are up to date and regularly updated to reflect current policy
- Ensure guidance and policy documents relating to CESR are up to date and approved by the GMC
- Attend meetings with the GMC and deliver, interpret and/or provide reports back to the College

#### SAS Anaesthetists Administration

- Support the development of SAS anaesthetists in areas training, professional practice and continuing professional development (CPD)
- Review the data from the College Census and membership surveys, and GMC surveys to ensure that SAS anaesthetists' concerns and interests are properly represented in the relevant forums
- Develop and maintain advice and information on the SAS pathway
- Ensure the SAS sections of the College website are regularly reviewed and remain current
- Ensure key guidance and associated documents are up to date and regularly updated to reflect current policy

#### Career Fairs and Events

- Support the development and creation of materials to promote the specialty of anaesthesia to a younger audience
- Review, monitor and develop the programme of careers fairs and supporting materials, and report findings to the relevant advisory group
- Source suitable events and meetings to showcase the specialty of anaesthetics
- Represent the College at careers fairs and events where necessary
- Administer the materials required and source and coordinate volunteers to represent the specialty at careers fairs
- Develop and regularly liaise with a network of undergraduate clinical leads across the UK
- Deliver undergraduate leads stakeholder events, including the organisation of speakers, room bookings, delegate administration and feedback, and certificates
- Ensure the relevant sections of the College website are regularly reviewed and remain current
- Provide guidance and support to the development and maintenance of the undergraduate framework for training in anaesthetics and perioperative medicine
- Liaise with the Medical Schools Council, as required

#### Committee Support

- Provide secretarial support to allied Committees and Chairpersons, including drafting agendas, preparing papers, coordinating logistical arrangements, taking and reporting of minutes, coordinating follow-up actions and processing of all general correspondence for the Committees
- Coordinate the work of the CESR Committee and any related work streams
- Participate as required in the Undergraduate Advisory Group and the SAS Committee

#### External Representation

- Represent the College at stakeholder meetings relating to CESR and routes to the GMC Specialist Register
- Represent the College at stakeholder meetings relating to SAS anaesthetists
- Represent the College at careers events as appropriate

### **1.3 Qualifications, skills, knowledge and experience**

- Proven experience of working in a helpdesk and/or customer service environment
- Demonstrable experience of working in a membership organisation and/or the medical education sector
- Experience of report writing and providing secretarial support to formal committees, including minute-taking
- Ability to maintain a working knowledge of the regulations governing the training of anaesthetists and routes to the GMC Register
- Ability to understand, interpret and simplify complex information

- Ability to develop and maintain effective working relationships with a variety of internal and external stakeholders
- Excellent organisational, IT, time management and communication skills (both verbal and written)
- Educated to degree level, or equivalent work experience

Signature: .....

Name: .....

Date: .....