



Royal College of Anaesthetists

International Training Coordinator

Directorate: Education, Training and Examinations

Reports to: Training Operations Manager

Band: B

1.1 Job purpose

The purpose of this role is to provide expert support and guidance to International Medical Graduates (IMGs) applying for one of the College's sponsorship schemes, 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 which aim to create sustainable, relevant and appropriate support in developing anaesthesia training and service overseas. This role is also responsible for the maintenance and development of services (communications, guidance, correspondence, policies) to provide expert advice to sponsored IMGs, and using data to continuously improve service delivery, is a key element of this role.

This role will be responsible for working closely, and maintaining effective relationships, with the General Medical Council (GMC), National Health Service (NHS) Trusts, the Academy of Medical Royal Colleges (AoMRC), Association of Anaesthetists, NHS England (NHSE), devolved administrations organisations, overseas anaesthetic doctors, and senior UK anaesthetists, 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

International Training Coordination

- Provide high quality and timely advice and guidance to IMGs wishing to come to the UK for limited periods of time as necessary
- Ensure that systems and processes are established to ensure a high-quality service is delivered to members
- Collate qualitative and quantitative information to produce reports and other documents for committees and internal and external stakeholders
- Design and implement appropriate methods to gain feedback from service users on a regular basis and use this information to improve service delivery
- Develop information and guidance about out of programme opportunities in low resource settings for UK trainees
- Provide effective administrative support for the advertising of fellowships in low resource settings for UK trainees
- Develop and maintain the database of College-funded fellowships in developing countries and monitor the College awarded grants
- Coordinate and maintain the Refugee Buddy Scheme process
- Ensure the International Training section of the College website is regularly reviewed and remains current
- Ensure the International Anaesthetist newsletter is created, edited and distributed in a timely manner
- Coordinate international training related projects as required

College IMG Sponsorship Schemes

- Develop and maintain a thorough understanding of College training policies, particularly in relation to the Medical Training Initiative (MTI) scheme
- Ensure the College sponsorship schemes remain aligned and administered according to legislation and regulatory protocols
- Ensure guidance and associated documents are up to date and regularly updated to reflect current policy
- Coordinate the timely review and processing of sponsorship applications
- Oversee the maintenance of a database of College-sponsored IMGs and employing hospital trusts
- Develop standards and guidance for MTI doctors and MTI hosts, making recommendations for changes to the processes and procedures, as required
- Ensure that guidance is communicated and understood by the various stakeholders involved in the process
- Organise and deliver an annual MTI doctor and Trust survey to evaluate and quality assure the MTI programme, making recommendations for improvement
- Advertise and promote MTI simulation courses as necessary
- Undertake research around the MTI scheme, in collaboration with NHSE as directed
- Develop standards and guidance for Global Fellowship Scheme (GFS) doctors and hosts, making recommendations for changes to the processes and procedures, as required
- Develop and implement processes for IMGs to become engaged with the College, whilst in the UK and upon return to their home country
- Proactively provide specialist advice and guidance both orally and in writing, ensuring appropriate consistency of application of policies and procedures to overseas applicants, UK hospitals and trusts wishing to employ IMGs through the College's sponsorship schemes and build positive relationships with all stakeholders
- Provide regular reports on the schemes to the Director, Head of Department and any other stakeholders through the provision of reports, papers, data and other information

Overseas Fellowships Coordination

- Coordinate the timely advertising of opportunities for fellowships in low resource countries for trainees across multiple communication channels
- Coordinate the recruitment process for the Remote Educational Supervisor (RES) function for trainees undertaking fellowships in low resource countries
- Promote the RES role and establish mechanisms to allocate RES to trainees undertaking fellowships in low resource countries

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 MTI Leadership Group and any related work streams

External Representation

- Represent the College at stakeholder meetings relating to IMG sponsorship schemes
- Liaise directly with the GMC, AoMRC and other stakeholders on all international sponsorship matters
- Provide specialty input to the development of national guidance documents

1.3 Qualifications, skills, knowledge and experience

- Proven experience of working in a helpdesk and/or customer service environment

- Proven experience of communicating with a wide range of stakeholders and colleagues in a professional and efficient manner
- Demonstrable experience of working in a membership organisation and/or the medical education sector
- Experience of providing secretarial support to formal committees, including minute-taking
- Ability to understand, interpret, and simplify complex information such as regulations and government legislation
- Ability to maintain a working knowledge of the regulations governing the training of anaesthetists and routes to the GMC Register
- Ability to develop and maintain effective working relationships with a variety of internal and external stakeholders
- Proven ability to keep accurate records and data
- Excellent organisational, IT, time management and communication skills (both verbal and written)
- Educated to degree level, or equivalent work experience

Signature:

Name:

Date: