



Royal College of Anaesthetists

Medical Associate Professionals Coordinator

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 regarding the role of an Anaesthesia Associate (AA) to, aspiring AAs, Higher Education Institutes, and UK hospitals and trusts wishing to employ AAs.

This role has responsibility for the development and coordination of a programme of initiatives aimed at supporting those pursuing a career as an AA and works to support the delivery of statutory regulation for AAs. This role coordinates, plans and administers the College work associated with developing guidance, communications, standards and information related to Medical Associate Professionals.

This role involves working closely and maintaining effective relationships with the General Medical Council (GMC), the Association of Anaesthesia Associates, the Association of Anaesthetists employers, AAs, members of the public, anaesthetic trainees, senior anaesthetists and other stakeholders such as NHS England and devolved nation equivalents, and Higher Education Institutions. This role also involves working with clinical representatives and senior members of the College in order to provide reports, briefings and support on all matters relating to AAs.

1.2 Key tasks and responsibilities

Development and Administration of the role of Anaesthesia Associate

- Work closely with the regulator (GMC) to facilitate the delivery of statutory regulation of AAs, ensuring that all requirements of the College in the regulation process are coordinated in accordance with GMC timelines
- Work closely with the regulator (GMC) to agree a process to ensure that all AAs registered on the RCoA voluntary register are safely transferred over to the GMC register once established
- Support the development of AAs in areas of professional practice and Continuing Professional Development (CPD)
- Support the development of a scope of practice beyond qualification for AAs to ensure safety of patients
- Work with colleagues in relevant departments to develop guidance for the provision of standardised job descriptions and scope of practice across the UK
- Work with colleagues in relevant departments to develop standards and associated guidance for the CPD of AAs
- Work with colleagues in relevant departments to develop appropriate functionality within the Lifelong Learning Platform (LLP) for AAs
- Develop data sets and reporting to support the evaluation and quality assurance of AA training programmes
- Adhere to information sharing protocols required under Data Protection legislation and/or General Data Protection Regulations (GDPR)

- Develop a thorough knowledge and understanding of the numbers and demographics of the AA workforce

Coordination of College Work Programme on AAs

- Act as the main point of contact in providing information and guidance to others or directly responding to enquiries about AAs and referring queries to committees as necessary
- Produce regular reports and briefings for the Director of Education, Training and Examinations and the Head of Training on programme activities, deliverables and communications
- Deliver stakeholder events, including the organisation of speakers, room bookings, delegate administration and feedback and certificates
- Maintain records in the relevant systems and apply housekeeping protocols effectively
- Produce letters, reports and other documents for committees and internal meetings
- Ensure guidance and policy documents relating to AAs are up to date
- Coordinate AA related projects as required
- Maintain a good understanding of the wider responsibilities of the team
- Ensure that website pages are regularly reviewed and updated

AA Curriculum and Assessment Administration

- Review new legislation and procedures to identify implications for AA training, reporting these to respective groups/committees, and providing suggestions for managing implications as required
- Ensure that the AA curriculum and associated workplace-based assessment strategy is up-to-date and represent best practise in the delivery of AA training
- Ensure that AA students, trainers, and administrators (including colleagues) are informed of updates and changes to the curriculum and associated training policy in the most appropriate way; maintain a given strategy for disseminating such information
- Liaise with the GMC in relation to gaining approvals for changes to the AA curriculum and supporting documentation, along with administrative processes, and act as lead administrator during such processes
- Ensure key guidance and associated documents are up to date and regularly updated to reflect current policy
- Work closely with the regulator (GMC) to shape and ensure adherence to, standards for curriculum and assessment
- Develop and regularly liaise with a network of Higher Education clinical leads across the UK
- Develop and maintain working relationships with training and examination providers

External Representation

- Represent the RCoA at stakeholder meetings relating to medical associate professionals, particularly AAs
- Provide specialty input to the development of national guidance documents and national working groups
- Liaise directly with the GMC and other stakeholders in the development of the AA profession
- Collaborate with NHS England, devolved nations, other medical colleges and faculties, and other stakeholders on all matters relating to the training, revalidation and professional development of AAs

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 AA-related committees and any related work streams

- Active participation as required in the Workforce Committee

1.3 Qualifications, skills, knowledge and experience

- Prior experience of working in a membership organisation and/or the medical education sector
- Proven experience of communicating with a wide range of stakeholders and colleagues in a professional and effective manner
- Experience of providing secretarial support to formal committees, including minute taking and tracking deliverables
- Proven customer service experience
- Ability to develop and maintain effective working relationships with a variety of internal and external stakeholders
- Demonstrable ability to understand, interpret and simplify complex information, such as regulations and government legislation
- Ability to understand the evolving landscape regarding medical associate professionals and maintain a working knowledge of the regulatory policy governing the role of AAs
- Excellent organisational, IT, time management and communication skills (both verbal and written)
- Educated to degree level, or equivalent work experience

Signature:

Name:

Date: