

Role: Medical Associate Professionals Coordinator
Salary: £39,646p.a.
Location: Hybrid Working – Remote / London
Contract Type: Permanent, Full Time (35 hours)
How to Apply

If you believe that you are the right person for this role, please submit your CV and Cover Letter to Leanne Timon at ltimon@rcoa.ac.uk by **Friday 05 July 2024**.

About You

You have previous experience of working in a membership organisation and/or the medical education sector. You will have a solid understanding of these specialised fields, and can communicate effectively and professionally with a wide range of stakeholders and colleagues.

You have a solid track record of providing secretarial support to formal committees, and are experienced at minute taking and tracking deliverables, ensuring that all tasks are completed on time and to a high standard.

Building and maintaining effective working relationships with a variety of internal and external stakeholders is second nature to you, fostering collaboration and positive outcomes. You have a demonstrable ability to understand, interpret, and simplify complex information, including regulations and government legislation, making it accessible to various audiences.

Furthermore, your expertise allows you to understand medical associate professionals and maintain a working knowledge of the regulatory policy governing the role of Anaesthesia Associates (AAs).

About the Role

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.

Duties include but are not limited to:

- Work closely with the regulator (General Medical Council [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 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.
- 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.
- 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.
- Represent the RCoA at stakeholder meetings relating to medical associate professionals, particularly AAs.

- 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.

The Package

This is a full-time, permanent position with a competitive employee benefits package, which includes (but is not limited to):

- 26 days of annual leave, plus bank holiday
- Healthcare support through Benenden Health
- Up to 12% pension contribution
- Hybrid and flexible working
- Wellbeing hour once a week
- Cycle to work and employee discounts schemes
- Training and development opportunities
- Access to Mental Health First Aiders and Employee Assistance Programmes

About the College

The Royal College of Anaesthetists is the professional body responsible for the specialty throughout the UK. We are the third largest medical royal college in the UK by membership. With a combined membership of more than 24,000 Fellows and Members, we ensure the quality of patient care by safeguarding standards in the three specialties of anaesthesia, intensive care and pain medicine.

At RCoA diversity, equality and inclusion is an integral part of our culture so it is important to us that this is reflected in everything that we do. We welcome applications from all individuals irrespective of age, race, gender, sexual orientation, ethnicity, religion or belief, disability, marital status, or parental responsibilities to ensure we actively embrace an inclusive and representative culture that encourages, supports, and celebrates our differences.

Unfortunately, due to the volume of applications, we are unable to provide detailed feedback to candidates on their application. Only short-listed applicants will be contacted after the closing date.

If you have any questions or would like more information about this opportunity, please contact: lfimon@rcoa.ac.uk