



Royal College of Anaesthetists

Speciality Training Administrator

Directorate: Education, Training and Examinations

Reports to: Training Operations Manager

Band: B

1.1 Job purpose

The purpose of this role is to provide support and guidance to anaesthetists throughout their training programme to the award of a Certificate of Completion of Training (CCT), as well as administering the online system for maintaining anaesthetic training records.

This involves working closely with the General Medical Council (GMC), members of the public, anaesthetic trainees, senior anaesthetists and other stakeholders. As well as, liaising with other members of the Training Team, colleagues from across the College and the relevant College Officers.

1.2 Key tasks and responsibilities

CCT Training Administration

- Provide information and guidance to others or directly responding to enquiries about anaesthetic specialty training (including Acute Care Common Stem [ACCS]), and referring queries to Committees as necessary
- Process requests and applications from trainees taking time out of the training programme, for various reasons, including calculating training completion dates on request and advising applicants and trainers on the outcomes
- Process recommendations for the award of a CCT, for entry to the GMC Specialist Register
- Maintain training records in the relevant systems and applying housekeeping protocols effectively
- Liaise with the General Medical Council (GMC) and other Colleges and Faculties as required
- Ensure guidance and policy documents relating to anaesthetic specialty training are up to date

Lifelong Learning Platform (LLP) Support

- Provide first line support to users of the College's LLP [online training portfolio]
- Monitor correspondence from LLP users to identify bugs, issues and areas for development within the LLP and work with the LLP Product Owners to develop potential solutions

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

1.3 Qualifications, skills, knowledge and experience

- Proven experience of working in a helpdesk and/or customer service environment
- Experience of providing secretarial support to formal committees, including minute-taking
- Demonstrable ability to understand, interpret and simplify complex information such as regulations
- 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
- Strong organisational, IT and communication skills (both written and verbal)
- Educated to GCSE level, or equivalent

Signature:

Name:

Date: