**Job Title:** National Emergency Laparotomy Audit (NELA) Project Board Chair

**Directorate:** RCoAClinical Quality & Research

**Responsible to:** Clinically responsible to the Director of the RCoA Centre for Research and Improvement (CR&I) who reports to the RCoA Clinical Quality & Research Board

 Managerially responsible to the Director of Clinical Quality & Research who reports to the Clinical Quality & Research Board

**Main functions: To provide overall leadership to the Board of NELA**

**Key relationships:** NELA Chair and Clinical Leads; NELA Project Board members; NELA Clinical Reference Group; RCoA Administrative Team, specifically RCoA Research Manager; Healthcare Quality Improvement Partnership (HQIP); RCoA CR&I Executive Management Board; RCoA Clinical Quality & Research Board; NHS England's national clinical director for critical and perioperative care; RCoA College Council; Royal College of Surgeons of England, Royal Medical Colleges, Association of Surgeons of Great Britain and Ireland

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**To lead the Project Board of NELA**

* Chair Project Board meetings, including setting agendas and approving relevant papers
* Recruit Project Board members, with support from the RCoA and Project Team

**To provide oversight and governance to NELA in line with the overall responsibilities of the Project Board**

* Approve deliverables prepared by the NELA project team (PT), as directed by HQIP.
* Provide overall guidance and direction to the NELA PT, ensuring their work remains within the scope of the service specification and is performed within budget.
* Set appropriate expectations around the timelines and information required to be reported to the Project Board. This will include any work which the PT recommends should be outsourced.
* Verify that key milestones, project deliverables and outputs are delivered to time, quality and specification. Oversee delivery of the contract by reviewing completed deliverables and, where necessary, approve progress to the next stage.
* Verify that the project budget is spent appropriately, mitigating against any potential project overspend.
* Arbitrate on any unresolved issues that may impact on delivery of NELA and negotiate a solution to any issues between NELA and other stakeholders.
* Review and approve exception plans if the need for changes in the overall project plan arises.
* Approve any proposed changes to obligations documented in the contract.
* Review the risk-assessment reports produced by the PT and ensure responses to risks / mitigation activities are appropriate. The risk assessment will include the management of data security and patient confidentiality, and data quality.
* Review any responses to any breaches of the agreed protocols and procedures to ensure these are appropriate.
* Disseminate news of NELA progress to members of their stakeholder organisation.
* Scrutinise and challenge the delivery of the project by the PT, in particular the reports produced, direction of future audit, clinical standards against which the audit is performed and the management of outliers.
* Consider longer term NELA strategy and reporting in conjunction with the Clinical Reference Group and the PT.
* Facilitate effective communication between the PT and wider stakeholders.

**Remuneration**

There is no direct remuneration for this role, however all reasonable expenses will be covered by the RCoA.

**Term of appointment**

The role of Chair is a 3-year fixed term contract which is reviewed annually and is renewable for a further 3-year period, upon successful continued funding of NELA. NELA is currently funded until 30 November 2025, with scope currently for extension until November 2027.

**Period of commencement and operation**

The post-holder will commence their duties no later than 30 April 2025.

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| **PERSON SPECIFICATION** **Chair of the Board of the National Emergency Laparotomy Audit** |
| **EDUCATIONAL REQUIREMENTS** |
| Essential* Holder of a substantive consultant or SAS post in Anaesthesia, ICM, General Surgery, or Emergency Medicine

Desirable* Higher Research Degree (MDRes) or PhD or other advanced research training/education
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| **PROFESSIONAL/TECHNICAL AND OCCUPATIONAL TRAINING** |
| Essential* Experience of chairing a board or committee
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| **SKILLS AND KNOWLEDGE** |
| Essential* Able to demonstrate an understanding of how NELA fits with national priorities
* Strong leadership, interpersonal and organisational skills
* Excellent oral and written communication skills
* Practical strategic planning ability
* Direct experience of managing/co-managing a research programme or other large programme
* Experience with risk management and project governance
* Experience of developing relationships with external organisations
* Have the necessary communication skills to chair meetings effectively
* Commitment to development of NELA in a manner consistent with contractual obligations and budget
* IT skills (word processing, spreadsheet, database and presentation packages)
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| **PERSONAL ATTRIBUTES** |
| Essential* Be able to commit the necessary time to complete the roles listed in the job description to a high level
* Self-motivated, enthusiastic and driven
* A team worker who is able to plan and achieve aims
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