

Royal College of Anaesthetists: Chapter Editor

Application process

Closing date: 11 February 2025

Please read the role description and person specification. If you believe that you are the right person for this role, please submit an abbreviated focused CV (maximum 2 pages) and a short statement (up to 650 words) advising why you would be interested and demonstrating any experience that would be relevant to supporting this work.

Please send your CV and statement to gpas@rcoa.ac.uk by 11 February 2025.

Head and Neck Chapter Editor Job Description

Role	Chapter Editor – Head and Neck, RCoA QI Compendium
Organisation	Royal College of Anaesthetists (RCoA)

Role description

Summary	<p>Chapter Editors will work in collaboration with the QI Editor assigned to the chapter, College QI Lead, GPAS authors and section writers.</p> <p>Applicants will have an understanding of QI methodology, along with guideline development and critical appraisal methods.</p> <p>Successful applicants will have demonstrable experience working in the area of anaesthesia that the section covers. They will have experience of working with multi-professional committees or working groups. Strong interpersonal skills and excellent verbal and written skills are required, along with an ability to communicate complex issues to different audiences.</p> <p>Once appointed, the Chapter Editors will be responsible for deciding the scope of the chapter, including which topics and standards should be covered by the QI projects in the chapter. They will also assist in identifying/recruiting appropriate section writers, and providing advice to these section writers, where required. They will also edit the sections and approve the final draft. This will require working to publishing deadlines.</p>
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Responsibilities	<p>The Chapter Editors, will work as a team, with support from the QI editor assigned to their chapter, and College staff, who will provide project management and administrative support. The College QI Lead will be responsible for the overall publication, and therefore may provide advice to the chapter editor team to ensure consistency between chapters.</p> <p>General</p> <ul style="list-style-type: none"> ■ Agree a timeframe for development of the Chapter ■ Complete a 'Declaration of Interests' form. ■ Agree a scope for the chapter ■ Work with the QI Editor and College QI Lead as required at and between meetings. <p>Chapter Development</p> <ul style="list-style-type: none"> ■ Work with other Chapter editors, QI Editor, GPAS authors, section writers and College QI Lead to deliver the chapters to specified standard and layout. ■ Make appropriate changes to the recommendations as requested. ■ Accept or reject any proposed changes following consultation. ■ Provide reasoning for rejecting a proposed change from consultation. ■ Sign-off final version of the chapter before the College QI Lead and Clinical Quality and Research Board.
Conditions, e.g. time commitments, length of appointment	<p>Chapter Development</p> <ul style="list-style-type: none"> ■ The majority of work will be via email, but All Editors (Subject matter and QI) are expected to attend meetings (via MS Teams) as required. ■ Suggest examples of QI methodology and worked examples for each chapter. ■ Work to deadlines as agreed with College staff. The project is anticipated to take no longer than 12 months.

Person specification

Essential criteria	
Experience	<p>Holder of a post in Anaesthesia or dual ICM/Anaesthesia or equivalent, and able to demonstrate credible level of experience of expert committee work or standards setting work in a relevant setting.</p> <p>Experience developing guidelines or similar documents.</p>
Skills	<p>Evidence of excellent verbal and written communication skills. Ability to manage others in order to deliver work to deadlines.</p>
Knowledge	<p>A detailed knowledge of anaesthesia and specifically anaesthesia related to the chapter topic.</p>
Other	<p>Open to feedback and able to provide sound and tactful reasoning for accepting or rejecting any suggestions made during the chapter development process.</p>

Desirable criteria	
Knowledge	Understands QI methodology.