

Royal College of Anaesthetists: Quality Improvement Editor, QI Compendium

Application process

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 QIbook@rcoa.ac.uk.

Quality Improvement (QI) Editor Job Description

Role	QI Editor, RCoA QI Compendium <ul style="list-style-type: none">• Perioperative care of elective and urgent care patients• Emergency Anaesthesia• Good department
Organisation	Royal College of Anaesthetists (RCoA)

Role description

Summary	<p>The QI Editor will work in collaboration with subject matter experts, section writers and the QI lead.</p> <p>Applicants will have a strong understanding of QI methodology and current QI priorities, along with guideline development and critical appraisal methods.</p> <p>Applicants do not need experience working in the area of anaesthesia that the section covers, as they will be working with other editors who are subject matter experts on that topic. They will have experience 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 QI Editors will be responsible for providing advice on QI methodology to the chapter editors (who are subject matter experts) and section writers, editing sections and approving the final draft. This will require working to publishing deadlines.</p>
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Responsibilities	<p>The QI Editor and chapter editors will work as a team, supported by 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 QI editors to ensure consistency between chapters.</p> <p>General</p> <ul style="list-style-type: none"> ■ Agree on a timeframe for development of the Chapter ■ Complete a 'Declaration of Interests' form. ■ Work with the Chapter Editors and College QI Lead as required at and between meetings. <p>Chapter Development</p> <ul style="list-style-type: none"> ■ Work with Chapter Editors, GPAS authors, section writers and College QI Lead to deliver the chapters to the 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 and SharePoint/Teams, 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 non-training post in Anaesthesia or dual ICM/Anaesthesia or equivalent, and able to demonstrate a credible level of experience in undertaking quality improvement 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 to deliver work to deadlines.</p>
Knowledge	<p>A detailed knowledge of anaesthesia and QI methodology.</p> <p>Understands QI priorities.</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>