**Application process:**

The following process for application and appointment of clinical reviewers has been agreed by the ACSA commitee, the group that oversees the ACSA programme. The process is:

1. Individuals apply using the form below, including your clinical directors support (please see page 4)

2. The application is reviewed and approved by the ACSA committee

3. The applicant is sent a list of available dates for training days and asked to sign up to one of them

4. Following attendance at the training day, the reviewer will be added to the list of ACSA clinical reviewers

5. The list of ACSA reviewers is reviewed annually

All applicants must complete all sections of the form, including addressing the essential criteria listed below. Please also ensure that your clinical director completes the final page of this application.

**Essential criteria for ACSA clinical reviewers**

Successful applicants:

* Are an anaesthetist with experience of managerial responsibility for service delivery.
* Have experience of judging the performance of a peer, for example as an assessor, reviewer or examiner.
* Are familiar with and able to apply the standards relevant to their clinical specialty.
* Undertake sessions in general anaesthesia as part of their current position.
* Are familiar with the concept of professional standards or regulation and able to work with ACSA tools and within the ACSA framework.
* Possess excellent oral and written communication skills including the ability to write substantial reports collaboratively and to demonstrate understanding of others’ contributions.
* Have highly developed interpersonal skills with proven ability to establish credible and effective working relationships and to chair significant meetings with senior professionals.
* Are able to collect, analyse and synthesise information and record data accurately.
* Have demonstrable integrity, and base judgements upon an unbiased and logical approach, maintaining flexibility and consideration of the wider context.
* Are able to work effectively as a team member to complete a task.
* Are able to manage a challenging and complex environment, sometimes under stressful conditions.
* Are able to work under pressure and to deadlines, while maintaining enthusiasm.
* Have a clear understanding of confidentiality in relation to both evidence and the review team’s deliberations; and have a commitment to its maintenance.
* Have demonstrable commitment and respect for equality and diversity.

Please return the completed form by e-mail to: [acsa@rcoa.ac.uk](mailto:acsa@rcoa.ac.uk), or by post to: **ACSA, Royal College of Anaesthetists, Churchill House, 35 Red Lion Square, London, WC1R 4SG**

*The Royal College of Anaesthetists (RCoA) is fully committed to the principles of data protection, as set out in the General Data Protection Regulation (GDPR).  We will only use your information for the purposes of this role and will not pass on your details to other third parties unless you have given us consent to do so. We use appropriate organisational and technical measures to ensure that your data are secure and protected from loss, misuse and unauthorised access or alteration.You have the right to ask for a copy of the information we hold about you and to have any inaccuracies in your information corrected. If you have any questions about data protection or require further information, please email* [*dpo@rcoa.ac.uk*](mailto:dpo@rcoa.ac.uk)

|  |  |
| --- | --- |
| Title: (please select from dropdown list) | Choose an item. |
| First Name: |  |
| Surname: |  |
| College Reference Number: |  |
| Are you a licenced medical practitioner in good standing with the GMC and RCoA? | Yes No |
| If No, please provide further details |  |
| Current Grade: | Choose an item. |
| Retirement date (if retired from clinical practice): | Click here to enter a date. |
| Contact Address: |  |
| Direct Line Telephone No: |  |
| Mobile: (This will only be used by the RCoA) |  |
| Preferred Email address: |  |
| College Region: (please select from dropdown list) | Choose an item. |
| **Other roles held at work (e.g. Clinical Director), College roles, specialist society roles etc. Please provide dates.** |  |
| **Please select which from the following**  **subspecialties you have experience in. You must**  **work currently in these areas. This information will**  **be used to match you to reviews. Please note all**  **reviewers are required to review general**  **anaesthesia services.** | Cardiothoracic  Orthopaedics  Neuroanaesthesia  Ophthalmic  Neurocritical care  Paediatrics  Obstetrics Vascular  None of the above |
| **The number of visits conducted per year is**  **decidedby the post holder. Visits average 3 days,**  **plus reading time (total 1 week commitment per**  **visit on average). How many reviews per year**  **could you reasonably expect to attend?** |  |
| I have valid Equal Opportunities Training: | Yes Date: Click here to enter a date.  No |
| Please provide information to demonstrate how you meet the essential criteria for this position? (300 words minimum) |  |
| **Signed:** **By signing this form you are indicating that you agree to be bound by the terms of reference for clinical reviewers:** |  |
| Date: | Click here to enter a date. |

Clinical Director Support

**Name of Clinical Director:** Click here to enter text.

**Hospital:** Click here to enter text.

**Name of applicant:** Click here to enter text.

In relation to the above named applicant’s ACSA clinical reviewer application, I as the Clinical Director confirm support.

An ACSA clinical reviewer not only benefits the development of the scheme but also the individual’s hospital by sharing of information and good practice throughout the UK. A reviewer not only represents the RCoA but also his/her local healthcare organisation.

I confirm that in my opinion, this applicant is

* An experienced anaesthetist, including current or previous leadership role in management, service, teaching or research, and is on the GMC register.
* Has experience of judging the performance of peers, for example as an assessor, reviewer or examiner.
* Is familiar with and able to apply the national standards relevant to their clinical specialty.
* Undertakes sessions in anaesthesia or pain or intensive care medicine as part of their current position.
* Is familiar with the concept of professional standards or regulation and able to work within the invited review framework.
* Possesses excellent oral and written communication skills including the ability to write substantial reports collaboratively and to demonstrate understanding of others’ contributions.
* Has highly developed interpersonal skills with proven ability to establish credible and effective working relationships and to chair significant meetings with senior professionals.
* Is able to collect, analyse and synthesise information and record data accurately.
* Has integrity, and bases judgements upon an unbiased and logical approach, maintaining flexibility and consideration of the wider context.
* Is able to work effectively as a team member to complete a task.
* Is able to manage a challenging and complex environment, sometimes under stressful conditions.
* Is able to work under pressure and to deadlines, while maintaining enthusiasm.
* Has a clear understanding of confidentiality in relation to both evidence and the review team’s deliberations; and has a commitment to its maintenance.
* Has a commitment and respect for equality and diversity.
* Has valid equal opportunities training.

**If you would like to provide further comments please do so here:**

Click here to enter text.

**Clinical Directors signature:** Click here to enter text.

**Date:** Click here to enter text.