



Royal College of Anaesthetists

## Training and Assessment Data Coordinator

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Directorate: Education, Training and Examinations

Reports to: Assessment and Quality Data Manager

Grade: 5

### 1.1 Job purpose

The purpose of this role is to analyse, interpret and report on data relating to the specialty's training and assessment programme and continuing professional development. Research and insights will be required to identify and triangulate any arising issues that may affect the delivery of the anaesthetic and ACCS training programmes, as well as other areas covered by the Training team.

The role holder is also responsible for administering the quality management of CCT training processes and will be expected to assist with more general administration such as the provision of support to the RCoA's Lifelong Learning systems.

This role involves working collaboratively and directly with the General Medical Council (GMC), local training providers (Postgraduate Deaneries/LETBs and Schools of Anaesthesia), hospital representatives, members of the public, anaesthetic trainees and more senior anaesthetists. There is also a requirement to liaise with other members of the Training team and colleagues from across the organisation as well as the relevant College Officers and Committees.

### 1.2 Key tasks and responsibilities

#### Quality Data

- Conduct in-depth analysis on information resulting from the GMC's National Training Survey (NTS) and other data reports, as well as the College's Lifelong Learning platform and report the relevant findings accordingly
- Create individualised briefing packs for regional representatives anaesthesia (RAAs), providing information and analysis on pertinent quality metrics, including workforce and recruitment intelligence
- Present findings and interpretation of analysis to trainer and trainee groups at national and local meetings as well as at College Committees
- Respond to queries regarding the quality assurance of training and relevant data
- Liaise with College Committees and the GMC to address themes arising in the National Training Survey and other data reports
- Liaise with the Lifelong Learning Product Owners regarding the management and reporting of associated data
- Complete the Annual Specialty Report for submission to the GMC, with support from other members of the team and line manager, as required
- Adhere to information sharing protocols required under Data Protection legislation (GDPR)
- Maintain and comply with GMC policy and standards around quality management data and processes

#### Hospital Intelligence Research

- Undertake proactive research into issues arising in hospital trusts that are likely to impact on the delivery of training and report them to the line manager, Head of Department and relevant committees
- Triangulate the results of research with training quality data to identify overarching themes and report them to the line manager, Head of Department and relevant committees
- Liaise internally with Anaesthesia Clinical Services Accreditation (ACSA) and Invited Review Team (IRT) administrators on the triangulation of hospital data

#### Quality Management

- Identify and coordinate external advisers for quality management procedures and ARCP review panels, confirming details with the respective Deanery and all involved parties
- Summarise the results from such visits and report the findings to the relevant Committees as well as take responsibility for any follow-up actions
- Provide summary reports on the development of quality management information for committees and College Council

#### Administration

- Provide support to users of the College's Lifelong Learning platform
- Maintain records in the relevant systems and apply protocols effectively
- Produce letters and prepare reports and other documents for committees and internal meetings
- Ensure the quality management section of the College website is regularly reviewed and remains current
- Ensure guidance and policy documents relating to quality management are up to date

#### Committee Support

- Provide secretarial support to allied Committees and Chairpersons, including drafting agendas, preparing papers, coordinating logistical arrangements, taking and reporting minutes, coordinating follow-up actions and processing all general correspondence for the Committees

#### External Representation

- Liaise directly with the GMC in the development and review of Programme Specific Questions (PSQs) in the NTS
- Collaborate with HEE, devolved nations, other medical colleges and faculties, and other stakeholders on all quality management matters
- Provide summary reports on the development of quality metrics and information for committees and College Council
- Represent the College at stakeholder meetings relating to quality of training and data triangulation
- Provide specialty input to the development of national policy documents

### **1.3 Qualifications, skills, knowledge and experience**

- Prior experience of working in a membership organisation and/or the medical education sector
- Demonstrable ability to understand, interpret and report on complex data from a variety of sources
- Experience of providing secretarial support to formal committees, including minute taking

- Ability to maintain a working knowledge of the ever evolving healthcare landscape, particularly in relation to postgraduate medical education and training and the associated regulatory policy
- Strong organisational, IT and communication skills (both written and verbal)
- Proven customer service experience
- Educated to A level, or equivalent

Desirable:

- Detailed working knowledge of Excel and an understanding of other statistical packages, such as SPSS or Power BI

## 1.4 Core Competencies

These competencies will help you understand and deliver the high performance required for this role at the College. These performance standards and behaviours will be assessed during the interview process and developed through the appraisal process.

<b>VALUE:</b>	EXPERT
<b>COMPETENCY:</b>	Empathy with the College and its business
<b>DESCRIPTION:</b>	Understands the fundamentals of what the College does, its mission, vision, values and culture. Uses this information to grow and develop the College and its people

<b>Support &amp; Delivery</b>
<ul style="list-style-type: none"> <li>• Applies knowledge of business to day-to-day activities</li> <li>• Understands team function and how it fits in overall College</li> <li>• Develops a team spirit</li> <li>• Applies a "can do" approach</li> <li>• Understands impact of own role on wider College functions (and vice versa)</li> </ul>
<b>Management</b>
<ul style="list-style-type: none"> <li>• Applies their professional expertise to the College</li> <li>• Thinks commercially</li> <li>• Acts as a College ambassador</li> <li>• Delegates fully and effectively</li> <li>• Develops, motivates and engages teams and individuals</li> <li>• Plans resources effectively</li> <li>• Leads by example</li> </ul>
<b>Strategic Leadership</b>
<ul style="list-style-type: none"> <li>• Champions key direction and strategy</li> <li>• Encourages and demonstrates entrepreneurialism and cross-College working</li> <li>• Encourages a high-performance culture</li> <li>• Understands impact of external changes on the College</li> </ul>

<b>VALUE:</b>	INCLUSIVE
<b>COMPETENCY:</b>	Collaboration and Communication
<b>DESCRIPTION:</b>	Works collaboratively and co-operatively with colleagues to get the job done and responds positively to change. Communicates widely and effectively. Appreciates diversity and equal opportunities for all.

<b>Support &amp; Delivery</b>
<ul style="list-style-type: none"> <li>• Is a team player, open to others' views</li> <li>• Adapts communication style to situation</li> <li>• Keeps others informed and updated</li> <li>• Willing to give and receive feedback</li> <li>• Listens and responds effectively</li> </ul>

- Values different perspectives

**Management**

- Communicates effectively and openly, ensuring key messages are cascaded and everyone's views are heard
- Works with peers to influence effectively and consistently
- Deals with conflict between individuals and teams
- Works with partners to enhance the reputation of the College
- Ensures transparency and credibility
- Networks appropriately
- Ensures and enables an inclusive culture

**Strategic Leadership**

- Articulates a shared vision
- Presents in an engaging manner
- Ensures conflict and risk is mitigated
- Champions diversity and values

**VALUE:** POSITIVE  
**COMPETENCY:** Customer Focus  
**DESCRIPTION:** Builds relationships with customers by understanding, anticipating and responding to their needs. Takes responsibility to complete work in order to exceed expectations.

**Support & Delivery**

- Answers phones in a timely way
- Understands customer needs, stresses and pressures
- Understands impact of own actions
- Manages own time
- Meets and exceeds targets
- Does what they say they'll do
- Makes recommendations for improvements

**Management**

- Future-proofs
- Builds relationships
- Equips others to deal with customers
- Sets targets, ensuring they are met
- Ensures customer is aware of relevant College services and products
- Uses knowledge and expertise to ensure customer satisfaction
- Plans for the future to improve services

**Strategic Leadership**

- Knows competitors
- Addresses external conflict
- Focusses on the long-term
- Is aware of changes and impact on others
- Overcomes barriers to improvement
- Manages risk

**VALUE:** FORWARD-THINKING  
**COMPETENCY:** Conceptual Flexibility  
**DESCRIPTION:** Takes the initiative and thinks flexibly and innovatively in order to propose solutions and deal with ambiguity. Builds trust and credibility through self-awareness.

**Support & Delivery**

- Acknowledges success and failure and learns from them
- Works on own initiative and finds better ways of doing things

- Acknowledges problems and suggests solutions
- Remains open-minded
- Adjusts to changing needs
- Is aware of self and others
- Contributes and adds value to operational plans

**Management**

- Encourages others to find solutions
- Creates an open forum for innovation
- Implements operational plans and manages risks
- Realises when things are going wrong and fixes them
- Maintains personal credibility

**Strategic Leadership**

- Approaches issues with fluidity and flexibility
- Makes improvements at a corporate level
- Implements solutions at a strategic level
- Welcomes innovation from colleagues and empowers them
- Challenges the status quo

**VALUE:** AMBITIOUS  
**COMPETENCY:** Shared Vision  
**DESCRIPTION:** Acts quickly and decisively, seizing opportunities and adding value.

**Support & Delivery**

- Sets personal objectives which meet operational and strategic plans
- Adapts to changing priorities
- Analyses problems and resolves them
- Understands the impact of operational plans on own role
- Deals with colleagues fairly and consistently
- Keeps focused in the light of changing priorities
- Sets high personal standards

**Management**

- Puts operational plans into action
- Isn't afraid to make decisions
- Ensures right people, right time, right place
- Identifies new opportunities

**Strategic Leadership**

- Defines corporate vision and values
- Handles all matters with sensitivity
- Scans the horizon
- Develops strategy, taking into account all external drivers

Signature: .....

Name: .....

Date: .....