

JOB DESCRIPTION AND PERSON SPECIFICATION

Sedation Advisor

Job Title:	Sedation Advisor
Directorate:	Clinical Quality and Research Directorate
Responsible to:	Professionally responsible to the Chair of the Clinical Quality and Research Board Managerially responsible to the Director of Clinical Quality and Research
Main function:	To provide advice to the RCoA on sedation guidance and to represent the RCoA on multidisciplinary committees relating to sedation practices
Key relationships:	RCoA Director of Clinical Quality & Research; RCoA Clinical Quality and Research Board; RCoA Clinical Quality Advisor; RCoA Administrative Team, specifically Head of Clinical Quality and Associate Director of Education and Events

Specific Duties and Responsibilities

- To represent the RCoA on external multidisciplinary committees relating to sedation**
 - Represent the interests of the RCoA at appointed committees or groups, including the [Intercollegiate Advisory Committee on Sedation in Dentistry](#) and its sub-committee the Sedation Training Accreditation Committee, and provide those groups with expert anaesthetic advice
 - Regularly update the team to ensure that the RCoA is aware of progress, delays and issues.
 - Immediately advise the RCoA on issues or problems that arise in relation to the following:
 - variance to the RCoA's stated position on the matter(s) at hand including variance to the published [RCoA curriculum](#);
 - maintenance of standards of anaesthesia practice including conflicts with [GPAS](#) recommendations, [ACSA](#) standards or other RCoA guidance;
 - workforce or service delivery implications from the development of the matter(s) at hand;
 - observance of the RCoA's role in accordance with its Charter and Ordinances.
 - When representing the RCoA on groups producing guidance, ensure that the group follows the [RCoA's process for consultation and endorsement](#).
- To provide clinical input, advice, guidance and support to the Clinical Quality team and other college departments as necessary**
 - Participate in the review and development of relevant guidance, including the annual review of the Guidance for the Provision of Anaesthetic Services in the Non-theatre environment
 - Provide expert advice, guidance and input into sedation issues related to professional standards, training and education in anaesthesia, critical care, pain and perioperative care.
 - To support the College responding to consultations relevant to sedation.
 - Contribute to consultation responses related to sedation

- Liaise with appropriate RCoA committees, including the Education and Professional Development committee, to advise on sedation matters as required.

Period of commencement and operation

Term of office will start from date of appointment for three years, subject to an annual performance review.

Administrative support

The Clinical Quality administrative team are based at the Royal College of Anaesthetists. The Sedation Advisor will be expected to keep in regular contact with the administrative team, including attending meetings with the team at the RCoA.

Remuneration

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

Person Specification:

Educational Requirements
FRCA or equivalent
Professional/Technical and Occupational Training
In good standing with the RCoA
On the GMC's Specialist Register for Anaesthetics
Experience
Holder of a substantive post in Anaesthesia with regular direct clinical activity
Experience of delivering sedation in the non-theatre environment
Experience of committee work
Desirable
Experience of providing sedation for dental procedures in the non-theatre environment
Desirable
Previous experience as a Sedation lead or Chair of a Sedation Committee within the NHS
Skills and Knowledge
A detailed understanding and knowledge of sedation practices, guidance and training requirements
Broad understanding of all areas of anaesthetic service delivery, especially in the non-theatre environment
Broad understanding of the work of the RCoA in Education, Training, Patient Safety and Standard Setting
Personal Attributes
Excellent interpersonal and communication skills for liaison with members of Council, staff, multidisciplinary committee members
Approachable, friendly manner
Hardworking, punctual, conscientious and thorough
Passionate about safe sedation delivery
Ability to work collaboratively with RCoA staff and clinical leads
Comfortable with dealing with complex issues
Demonstrates engagement with employer appraisal and revalidation process
Organisational Commitment
Must have support of employing Trust/Board or University