



Royal College of Anaesthetists

## Accreditation Coordinator

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Directorate: Clinical Quality and Research

Reports to: Accreditation Manager

Grade: 5

### 1.1 Job purpose

The purpose of this role is to coordinate the delivery and development of the RCoA's Anaesthesia Clinical Services Accreditation (ACSA) scheme and participate accreditation visits as the staff reviewer. ACSA is an accreditation scheme for anaesthetic departments, including self-assessment and hospital visits. The role requires travel within the UK, with overnight stays.

The role is outward-facing, involving liaison with hospital departments and clinicians. The post holder will work closely with the accreditation committee, clinical, lay and administrative reviewers to deliver this important initiative for the RCoA.

### 1.2 Key tasks and responsibilities

Anaesthesia Clinical Services Accreditation (ACSA) Scheme

- Act as a point of contact for the ACSA scheme and administer relevant correspondence and IT systems
- Maintain, in collaboration with colleagues, an up-to-date database(s) of ACSA reviewers and track the progress of all registered organisations towards ACSA accreditation
- Coordinate onsite assessment visits including: assigning reviewers in collaboration with the line manager; organising logistics; providing administrative support for pre-meetings; producing information packs and onsite review visit agendas
- Provide support to departments working towards accreditation, including coordinating the submission of evidence
- Liaise with the RCoA's Communications Officer to provide press releases, arrange accreditation ceremonies and to coordinate all post ACSA accreditation award items for a newly accredited department, including organising the production of plaques
- Coordinate the annual compliance process for accredited departments
- Coordinate ACSA subscription timetable including record keeping, administration, the overall payment processes and general support to the RCoA's finance department serving as the main point of contact for ACSA payments
- Organise ACSA reviewers' training days, including the organisation of speakers, room bookings, delegate administration, feedback and certificates
- In collaboration with colleagues, create guidance to facilitate the training of ACSA reviewers and improve understanding of the scheme
- Contribute to the annual review of ACSA standards, including identifying areas for clarification throughout the year
- Be proactive in raising any potential improvements to the ACSA process or any systems in support of the accreditation function

#### Data Analysis and IT System(s)

- Develop the data captured and analysed by the scheme, including implementation of any IT platform
- Act as the ACSA IT portal super-user
- Coordinate the ACSA good practice library, including an annual review with the accreditation committee to ensure items are up to date
- Develop the good practice library data, providing analysis and reports to demonstrate the impact of ACSA and case studies
- Produce governance reporting information, including statistical information

#### ACSA Scheme Promotions

- Coordinate promotional activities to encourage take up of the ACSA scheme by anaesthetic departments in both the public and independent sectors
- In collaboration with colleagues, produce and maintain promotional materials for ACSA and ensure the regular review of the ACSA website takes place and frequent updates are made to reflect changes in the workstreams; this includes creating a new webpage for every accredited department
- Organise information days and events for hospital departments to improve awareness of the ACSA project and increase uptake

#### ACSA Review Visits

- Undertake the role of ACSA Staff Reviewer on ACSA review visits to UK anaesthetic departments
- Participate in ACSA Staff Reviewer training
- Attend site visits, recording information on behalf of the whole review team relevant to the assessment of the site against established standards while maintaining professionalism and the quality of the scheme
- Write the review visit report in collaboration with other review team members. The role requires the individual to lead on the report writing, ensuring version control and timely execution
- Be available for site visits across the UK, including overnight stays

#### Secretarial and Committee Servicing Duties

- Act as secretary, or deputy to assigned RCoA committees or working parties
- Provide support to the committee and its Chairperson, including drafting agendas, preparing committee papers, coordinating logistical arrangements, taking minutes of meetings, coordinating follow-up actions and managing all general correspondence for the committee

#### Additional Administrative Support

- In the absence of team members or during busy periods, to provide additional administrative support to the Clinical Quality team. Appropriate training will be provided prior

#### Other Duties

- Undertake any other duties that might be reasonably required by management

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

- Experience of handling administrative work of a considerable variety and volume and prioritising successfully under pressure
- Committee servicing experience, including organising, minute taking and ownership of actions
- Database management skills with the ability to pick-up bespoke systems (training will be given) and adapt for use

- Excellent interpersonal skills with the ability to form good working relationships at all levels
- Excellent written and verbal communication skills
- Excellent report writing skills
- Familiarity of proofreading practice
- Intermediate level skills with Microsoft software, including Word, Excel, PowerPoint and Outlook