



Royal College of Anaesthetists

## CPOC Coordinator

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Directorate: Clinical Quality and Research

Reports to: Associate Director of Clinical Quality and Research

Grade: 5

### 1.1 Job purpose

The purpose of this role is to coordinate the work-streams, projects and outputs of the Centre for Perioperative Care (CPOC), including management of boards, committees, stakeholders, projects and communication channels. This role is dedicated to CPOC and is the main point of contact into the Centre. A key workstream is the development of a new curriculum for healthcare professionals and this role will take the lead project management role for this.

### 1.2 Key tasks and responsibilities

Project Management of the Development of a Perioperative Curriculum

- Act as the principal lead for the delivery of the curriculum project in conjunction with the CPOC Education Lead, ensuring all HEE, Centre for Advancing Practice and General Medical Council requirements are met
- Manage the delivery of the project in its entirety, working with the CPOC team and stakeholders to ensure the project is well planned and executed
- Maintain, update and implement project plans and timetables, regularly updating line management with progress and slippages
- Work closely with senior management, clinical leadership and national stakeholders to ensure the scope is achieved
- Liaise with clinical teams, key stakeholders, Royal Colleges and other medical and healthcare education providers in order to develop and review the curriculum
- Lead on external consultations relating to the curriculum, coordinating responses to stakeholder consultation comments
- Produce a full range of communications to inform stakeholders of progress and promote the project. Utilise a variety of communication methods appropriate to the audience
- Prepare regular reports to update senior management, clinical leadership and the CPOC Board
- Undertake other activities that support the effective management of the project and support the management and delivery of related education and training programmes/projects
- Administer the recruitment of appropriate representation on working parties
- Keep meticulous records: ensure all circulated drafts, meeting papers and associated information is labelled and kept securely; version control of documents is maintained and ensure comments and changes to documents following consultation are recorded clearly

Project Delivery or Participation

- Maintain, update and implement CPOC project plans and timetables, regularly updating line management with progress and slippages

- Act as the principal lead for the development and annual update of CPOC pathway guidelines including document production, maintaining version control, proofreading and publication
- Be the key point of contact for CPOC workstreams, keeping Leads regularly informed and involved in project deadlines, scheduling of work, and preparation of meetings
- Keep meticulous records: ensuring all circulated drafts, meeting papers and associated information is labelled and kept securely; version control is maintained and comments and changes to documents following consultation are recorded clearly
- Communicate with a wide variety of external stakeholders such as other Royal Colleges, specialist societies and senior members. This includes utilising In Design software for CPOC publications
- Coordinate responses to stakeholder consultation comments
- Coordinate the recruitment of appropriate representation on working parties
- Work closely with relevant clinicians, senior staff and project working parties keeping them regularly informed and involved in project deadlines, scheduling of reviews, preparation of meetings and the writing plan
- Develop and maintain familiarity with CPOC guidance to support effective participation in discussions

#### Secretary and/or Deputy to assigned CPOC Board/Committees

- Act as secretary to assigned CPOC Boards/committees and its Chairperson
- 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

#### Function and Operational Responsibilities

- Develop good working relationships with clinical leads, committee Chairs and members, including briefing them on various issues that may arise
- Write, prepare and deliver materials as required to support the Centre (statistics, presentation slides, web updates) and ensure relevant materials remain up to date
- Draft strategy proposals and public documentation, proofreading and work with internal and external contacts to rectify errors
- Manage all CPOC correspondence and produce statements in support of the RCoA's position on areas of this work for internal and external audiences
- Organise meetings required to progress CPOC's strategy, including those at regional or national level
- Monitor the UK perioperative care agenda and maintain a current knowledge of developments in the field, providing accurate and detailed summaries of associated literature
- Coordinate any projects or other general matters that are generated from the CPOC work-streams
- Manage all communication channels such as social media, events, website, publications and newsletters
- Work collaboratively with Associate Director of Clinical Quality and Research and CPOC Coordinator to ensure CPOC operational objectives are met
- Undertake any other duties as may be reasonably expected, which are commensurate with the level of the post

#### Relationship Management/Customer Service

- Be the first point of contact for all CPOC queries and liaise with other RCoA directorates in support of CPOC work
- Manage the CPOC inbox, acting in a professional manner at all times
- Provide support to the CPOC Director and Deputy Directors
- Maintain and develop all stakeholder networks related to CPOC including maintenance of up-to-date contacts lists and ensuring regular communication of the Centre's work to all internal and external stakeholders

- Organise all CPOC-delivered events at regional and national level, taking responsibility for the smooth running of the events in liaison with the RCoA Events and Facilities teams
- Attend and operate CPOC and other RCoA-related stands at relevant events and conferences, both internal and external
- Build excellent working relationships with relevant departments within the RCoA and external stakeholders to support development of CPOC deliverables
- Provide support to the wider CQ&R directorate as and when required.

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

- Experience of project managing a project or programme of work
- Experience of handling administrative work of a considerable variety and volume and prioritising successfully under pressure
- Experience of organising national meetings/events
- Experience of dealing professionally with a variety of internal and external stakeholders and the ability to form good working relationships at all levels
- Experience of committee management and servicing
- Ability to work alone and use initiative, whilst also working closely and as part of a small team
- Excellent communication and interpersonal skills, including the ability to produce internal and external communications on complex issues in simple, jargon-free terms, with experience of document preparation and proofreading
- Ability to form good working relationship at all levels and handle challenging people and situations with discretion, tact and diplomacy
- Ability to balance and manage a high workload with multiple workstreams, projects, committees and tasks running simultaneously

Desirable

- Experience of working within a healthcare or education setting
- Formal project management training

Signature: .....

Name: .....

Date: .....