



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.

### 1.2 Key tasks and responsibilities

#### Project Delivery or Participation

- Maintain, update and implement CPOC project plans and timetables, regularly updating line management with progress and slippages
- Provide support to CPOC projects and coordinate reporting from CPOC-related projects being undertaken by other RCoA departments
- Act as the principal lead for the development and annual update of CPOC pathway guidelines including document production, maintaining version control, proofreading and publication
- Act as the key point of contact for the CPOC workstream, 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
- Coordinate responses to stakeholder consultation comments
- Administer 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 so as to be able 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
- Coordinate the CPOC consultation process

#### 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 coordinating and designated 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: .....