

THE ROYAL COLLEGE OF ANAESTHETISTS
COLLEGE ADVISERS and REPRESENTATIVES – ROLES AND RESPONSIBILITIES

1. For most situations where individuals have positions of representation for the College, guidelines exist for their role e.g. Regional Advisor, College Tutor etc. However, occasional and additional representative roles, such as consulting on NICE or MHRA topics, do not attract the same level of guidance and this document is provided to clarify the position for these individuals.
2. College advisers and representatives are selected by the President, following consultation with appropriate senior specialists. Normally one College adviser is selected for each specialty area or current topic; however, for large or long running issues, two or more may be selected.
3. College advisers and representatives need not concurrently hold positions of influence, such as a national or regionally recognised role, in the subject area where they will represent the College. Their position as representative for the College is restricted to the issue for which they were selected and for a specified time.
4. The initial period of representation will be one year, or for the duration of work to take the specified issue to completion; whichever is the shorter. This period may be extended beyond one year subject to review by the President.
5. The principal duty will be to represent the views of the College in all relevant matters within their defined specialty area. They will work closely with the President's Office and will serve on committees and working groups as appropriate to their role. They will advise the President on issues or problems that arise in relation to the following:
 - a. variance to the College's stated position on the matter(s) at hand;
 - b. maintenance of standards of anaesthesia practice;
 - c. workforce implications from the development of the matter(s) at hand;
 - d. observance of the College's role in accordance with its Charter and Ordinances¹.
6. The other key duty of a recognised College representative is to ensure the President is current in all aspects of their area of representation. Reports and updates on developing issues will be required at all significant points of progress and feedback is required following relevant committee or working group meetings. A final report will also be required at the end of the period of representation. Normally, a one page summary or bullet point list would fulfil this requirement. In addition, any areas that impinge upon the issues listed at 5. above should be notified immediately to the President.
7. College advisers and representative who have questions with regard to the scope and level of responsibility related to their role, should communicate these to the President's office at the earliest opportunity. A named member of Council or the Senior Management Team will be identified as the first point of contact for all formal representatives. The College will also identify its acknowledged representative(s) for each issue to the host organisation for the issue.

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¹ Copies available from the President's office or may be downloaded from the Publications section of the College website.