

GPAS Author Job Description

Role	Author of the Guidelines for the Provision of Ophthalmic Anaesthesia Services
Organisation	The Royal College of Anaesthetists (RCoA)

ROLE DESCRIPTION

Summary	<p>All GPAS chapters are developed by a National Institute for Health and Care Excellence (NICE) accredited process. As part of that process, the RCoA commits to undertake a full review of each chapter every five years and the current Ophthalmic chapter is due for a full review for publication in 2022. This chapter will provide the standards that will underpin the increasing future development of anaesthetic services in this area.</p> <p>The authors of the chapter will work in collaboration with the GPAS Editor and team, members of the chapter development group (CDG) and the researcher.</p> <p>Applicants will have experience working in the area of anaesthesia that the chapter covers. They will have experience of working with multi professional committees or working groups. Strong interpersonal skills and excellent verbal and written skills are required, along with an ability to communicate complex issues to differing audiences.</p> <p>Applicants will ideally have an understanding of guideline development processes, systematic reviews, critical appraisal methods and working in committees.</p> <p>The authors of the chapter will need to represent the variation of hospitals across the UK and as such we are looking to recruit two authors based in teaching hospitals, two authors from a district general hospital and two authors with particular expertise in ophthalmic anaesthesia.</p> <p>Once appointed, the authors will be responsible for reviewing the existing chapter, drafting the recommendations based on the results of the systematic literature review (conducted by the researcher). They will also be responsible for reviewing and grading the evidence to present to the CDG and revising the draft recommendations based on feedback from consultations.</p>
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Responsibilities	<p>The authors will be supported by the GPAS team who will be responsible for the overall project management, preparation of the scoping document and search strategy (with the researcher), organising CDG meetings and coordinating the logistics of consultations.</p> <p><u>General</u></p> <ul style="list-style-type: none"> • Complete a 'Declaration of Interests' form • Advise the GPAS coordinator of any organisations that may be interested in taking part in the public consultation • Work with the GPAS Editor and team, the researcher and the CDG as required at and between meetings. <p><u>Literature Search & Review</u></p> <ul style="list-style-type: none"> • Review the literature and evidence provided by the researcher after an initial search and sift • Independently grade the selected literature • Work with the researcher and co-authors to review and contribute to the scoping document. <p><u>Chapter Development Group</u></p> <ul style="list-style-type: none"> • Work with the GPAS Editorial Board, Editor and team to identify potential members for the CDG • Participate in the discussion and decision making at CDG meetings • Make appropriate changes to the recommendations as requested by the CDG or provide reasoning for rejecting a proposed change. <p><u>Recommendations Development</u></p> <ul style="list-style-type: none"> • Review the existing chapter and revise the recommendations accordingly following the literature search and review • Draft the majority of the chapter text and recommendations • Accept or reject any proposed changes following peer review, Editorial Board, CQRB, Lay Committee and public consultation • Provide reasoning for rejecting a proposed change from consultation • Sign off final version of the chapter before sign off by the GPAS Editor.
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<p>Conditions (e.g. time commitments, length of appointment)</p>	<p><u>Chapter Development</u></p> <ul style="list-style-type: none"> • The authors are expected to attend a meeting with the GPAS team at the beginning of the chapter development process • The authors are expected to attend all CDG meetings (held at the RCoA in central London) • Subsequent meetings will take place as necessary, and the authors are expected to make reasonable efforts to attend these meetings (at least six weeks' notice will be given where possible) • The majority of meetings will be conducted using virtual video teleconference facilities. However it is possible in the future depending on changes to government COVID-19 guidance, that some meetings may be held at the RCoA in central London • All necessary and reasonable expenses will be met by the RCoA. <p><u>Post Publication (Annually)</u></p> <ul style="list-style-type: none"> • Decide whether the recommendations that were originally made are still valid in light of any new evidence uncovered by annual reviews conducted by the researcher • Decide whether or not to involve the CDG in revising the recommendations • Submit any changes to the document to the GPAS Editorial Board for sign off. <p><u>Post Publication (Every five years)</u></p> <ul style="list-style-type: none"> • If continuing as an author, reconvene with the CDG for a full review of the guidance.
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PERSON SPECIFICATION

	Essential criteria	Desirable characteristics
Experience	<p>An anaesthetist with understanding of service delivery</p> <p>Credible level of experience of expert committee work or standards setting work in a relevant setting</p> <p>Experience in developing guidelines or similar documents</p>	<p>Experience developing RCoA GPAS chapters</p> <p>Experience as an ACSA reviewer or lead</p>
Skills	Evidence of excellent verbal and written communication skills	
Knowledge	<p>A detailed knowledge of anaesthesia and specifically anaesthesia related to the chapter topic</p> <p>Understands the processes of systematic review and critically appraising literature</p>	A detailed knowledge of ophthalmic anaesthesia
Other	Open to feedback and able to provide sound and tactful reasoning for accepting or rejecting any suggestions made during the chapter development process	