



## **Role Description and Person Specification**

**Role Title:** Patient Information Lead

**Directorate:** Communications and External Affairs

**Responsible to:** Communications and External Affairs Board

**Key relationships:** Publications and Business Co-ordinator, RCoA Policy and Patient Information Manager; RCoA Website and Publications Officer; RCoA Head of Policy and Public Affairs; RCoA Director of Communications and External Affairs; RCoA Head of Communications; Chair of Communications and External Affairs Board, Chair of RCoA Clinical Quality and Research Board; Chair of RCoA Professional Standards Advisory Group; RCoA Patient Information Group; RCoA Clinical Quality Adviser.

### **General Duties & Responsibilities**

- To support the PI team in maintaining the [Patient Information Forum Trusted Information Creator Kitemark \(PIF TICK\)](#)
- To provide clinical advice and support in the drafting and reviewing of patient information resources to ensure they are clinically sound and evidence based and reflecting of current clinical practice
- To chair the Patient Information Group (PIG) and to foster an inclusive and collaborative culture within the PIG
- To report on the work of the PIG to the Communications and External Affairs Board
- To ensure that the advice of the Professional Standards Advisory Group is sought on the clinical content of PI resources.

### **Specific Duties and Responsibilities**

- To support the PI team in ensuring that production processes for PI is adhered to throughout all aspects of patient information development and review in order to maintain PIF TICK accreditation
- To support in the preparation for yearly assessments for the PIF TICK accreditation
- To assist with enquires received by the Clinical Quality & Research Directorate and work with the Clinical Quality Adviser to formulate responses to enquiries as and when required
- To attend meetings of the Communications and External Affairs Board and provide updates as and when required

### **Remuneration**

The post is unpaid, but reasonable expenses will be reimbursed in line with agreed College policies.

### **Terms of office**

Term of office will start from date of appointment for three years.

## Person Specification

<b>Professional/Technical and Occupational Training</b>
In good standing with the RCoA
On the GMC's Register with a licence to practise
<b>Experience</b>
Holder of a substantive post in Anaesthesia with regular direct clinical activity
Experience of committee work and chairing committees
Experience in developing patient information resources
<b>Skills and Knowledge</b>
A willingness to learn and work within the RCoA governance structures and priorities
Broad understanding of all areas of anaesthetic service delivery, especially preoperative assessment
Broad understanding of the work of the RCoA in Education, Training, Patient Safety and Standard Setting
Ability to engage clinicians and lay members in consultative work
<b>Personal Attributes</b>
Approachable, friendly manner
Hardworking, punctual, conscientious and thorough
Excellent oral and written skills
Passionate about high quality patient information
Ability to work collaboratively with RCoA staff and clinical leads in other Directorates
Good interpersonal skills in dealing with a wide range of stakeholders
<b>Organisational Commitment</b>
Must have support of employing Trust or University