



Royal College of Anaesthetists

Training Administrator (Faculties)

Directorate: Clinical Quality and Research

Reports to: Board & Training Projects Manager (FICM)

Grade: 6

1.1 Job purpose

Administrator for matters relating to training in specialties overseen by the RCoA Faculties Department (i.e. Intensive Care Medicine (ICM) and Pain Medicine). This includes training, assessment, and online portfolio. This role will act as the first point of contact for Faculty of Intensive Care Medicine (FICM) and Faculty of Pain Medicine (FPM) trainees and trainers.

1.2 Key tasks and responsibilities

Training

- Act as first point of contact for all trainee and trainer enquiries on all aspects of Faculties-related training, including administering Faculties department inboxes
- Maintain a working knowledge of specialist medical training curricula and programmes relevant to the Faculties Department and the NHS educational landscape
- Manage the lists, meetings and appointment processes for Regional trainers including an annual event and annual forum meeting
- Administer Faculties Department training processes including:
 - Register new trainees
 - Maintain training records
 - Calculate completion of training dates
 - Prepare submission to the regulator to grant training completion
- Liaise with Colleges on the progress of individual trainees
- Process enquiries, applications and decisions concerning entry to the Specialist Register via the GMC CESR 'equivalence' route
- Collaborate with colleagues on Quality work streams as required, which may include assistance with the trainee survey and regional feedback

Lifelong Learning Platform (e-Portfolio)

- Administer the FICM Lifelong Learning Platform (LLP) online portfolio system for Faculties-related trainees and members
- Provide first line support to trainee, trainers and deaneries that require assistance and proactively deal with user issues
- Produce materials to support the LLP (statistics, presentation slides, web updates) and ensuring relevant materials remain up to date
- Capture all change requests and ensure the Manager and RCoA LLP team remains updated as required

Examinations

- Assist the College Examinations department, where required with Faculties Examinations, including the exam prizes, and assisting with the administration of the exam diets

- Coordinate the recruitment of examiners, including advertising, administering results and appointment letters, and the exam prize

Committee Work, Relationships and Team Working

- Serve as secretary for all relevant Committees and working parties including preparing agendas and papers; advising on items; minute taking; developing and undertaking action points; exercising independent judgment and taking appropriate action within his/her areas of competence
- Develop relationships with the Deans, Vice Deans and Chairs/Committee members, including briefing them on the areas detailed above
- Support the workload of the team, including assisting with the induction of new members of staff, the introduction of Administrators to new areas of work and assisting with general matters
- Cover for the work of the Faculties Administrators and the other Faculties Coordinators, where required and deputising, where appropriate, for the Training Manager
- Undertake any other duties which might reasonably be required by the Associate Director of Faculties or the Faculties Training Manager
- Cover the work of the Faculties department, where required
- Regular liaison and cross-work with team members and other College departments

1.3 Qualifications, skills, knowledge and experience

- Experience of handling administrative work of a considerable variety/volume and prioritising successfully under pressure
- Experience of organising long-term and complex events, which may include projects, courses, or examinations
- Experience of committee administration including minute taking and report writing
- Ability to demonstrate a high level of accuracy in all written and database work
- Excellent IT Skills, including; Microsoft Word, Outlook and Excel
- Excellent interpersonal and communication skills (oral written), including the ability to work with senior members of the organisation and external agencies with confidence.

Signature:

Name:

Date: