

RCoA/DAS Airway Leads Advisor

Directorate: Clinical Quality and Research

Reports to: Professionally responsible to the Royal College of Anaesthetists (RCoA) Council and the Difficult Airway Society (DAS) Committee; Managerially responsible to the RCoA Director of Clinical Quality & Research

Grade: N/A

## Job purpose

To represent the interests of the Airway Lead Network for both the RCoA and DAS and to ensure that the Airway Leads are effective.

Key relationships: RCoA Director of Clinical Quality & Research; RCoA Head of Research RCoA Research Manager; RCoA Education Manager; Advisor to the RCoA on Airway; SALG Co-Leads; RCoA Administrative Team, specifically HSRC and NAP Administrator; HSRC Executive Management Board; RCoA Council; DAS Committee

## Key tasks and responsibilities

Provide Leadership and direction to the RCoA-DAS Airway Leads (AWLs):

* Be a central point of contact for the RCoA, DAS and AWLs
* Provide strategic direction to the AWLs based on guidance from the RCoA and DAS
* Decide which projects the AWLs should engage with based on guidance from the RCoA and DAS
* Develop and manage relationships between the RCoA, DAS and the AWLs
* Ensure any national AWL initiatives/projects are delivered to time, quality and target
* Provide input into consultations, media and lay or public enquiries in relation to the AWLs or related topics. Maintain regular electronic communication with the AWL network
* Disseminate information on the work of the AWLs through the appropriate channels, e.g. RCoA and DAS websites, *Bulletin*, *Anaesthesia*, lectures at national and international meetings
* Evaluate the impact of the AWLs periodically and make recommendations for changes to the AWL network
* Attend HSRC Executive Management Board, SALG Committee Meetings, RCoA Committee or Council Meetings or the DAS Committee as required
* Succession plan to identify and mentor future RCoA/DAS Airway Lead Advisors from within the AWL Network
* If required, provide input into the creation of a business case/funding application for appropriate Airway related projects
* Organise and lead Airway Lead meetings and events and other courses/meetings as required, typically to include an annual Airway Leads Day.

## Qualifications, skills, knowledge and experience

**Personal attributes**

Essential

* Approachable and friendly manner
* A team worker who is able to plan and achieve aims
* Commitment to the development of the Airway Lead Network in a manner consistent with the aims of the RCoA and DAS
* Able to work flexibly under pressure and within deadlines

**Skills and Knowledge**

Essential

* Strong leadership, interpersonal and organisational skills
* Excellent oral and written communication skills
* Practical strategic planning ability
* IT skills (word processing, spreadsheet, database and presentation packages)
* Excellent presentation skills

**Educational Requirements**

Essential

* GMC registered doctor in good standing with an appropriate medical royal college, practising at consultant or staff or associate specialist level

**Professional/Technical and Occupational Training**

Essential

* Be a Consultant or SAS Doctor in Anaesthesia, Intensive Care Medicine or Emergency Medicine.

**Experience**

Essential

* Direct experience of being an Airway Lead
* Organisational and personnel management
* Experience of expected standards of current airway practice, teaching and training

Desirable

* Direct experience of managing a national project

## Remuneration

There is no remuneration (either by backfill or direct payment) for the role. Time in Programmed Activities should ideally be allocated to the role and early discussion with the applicant’s Clinical Director should take place prior to application to discuss what can reasonably be allocated

## Period of Commencement and Operation

The post-holder will commence their duties from July 2023 (negotiable) for a period of 3 years

with an annual review.