

JOB DESCRIPTION – Anaesthetist in Training (AiT) Question Writer for ST4 National Recruitment

Job Title: Anaesthetist in Training (AiT) Question Writer for ST4 National Recruitment

Responsible to: ST4 Question Bank Leads

Accountable to: Chair of the Recruitment Committee

THE PURPOSE

The purpose of the Recruitment Committee is to represent the College on all aspects related to National Recruitment. The Committee works regularly with external stakeholders who oversee the process of national recruitment, including the Medical and Dental Recruitment Selection (MDRS) and the Anaesthetics National Recruitment Office (ANRO).

The Committee is a busy and active group of dedicated consultants and two AiT members who are passionate about the work they do to support national recruitment. The Committee's wide spectrum of activities include input to the person specifications for CT1 and ST4, developing and improving the ST4 self-assessment and associated guidance and the banks of questions used at CT1 and ST4 interviews. They are also responsible for providing accurate educational material and communication to members and applicants.

DUTIES AND RESPONSIBILITIES

The role holder will join a small working group from within the Recruitment Committee to deliver the following:

- To play an active role in the standardisation and revision of the current questions for ST4 National Recruitment
- To suggest and present new question material to the working group for feedback
- To adapt and modify questions after use, in response to interviewer feedback
- To participate and contribute to the provision of materials to support trainees in the recruitment process including simulated interviews and 'How to' guides
- To attend up to three online meetings with the ST4 Question Bank Working Group
- To attend one Stakeholder Event per year to provide feedback on individual questions
- To give full and fair consideration to equality and diversity whilst ensuring that the integrity of national recruitment is upheld
- To uphold the vision and values of the RCoA
- To draw any matter of concern to the attention of the Chair of the Recruitment Committee

COMMITMENT

The role holder will be expected to commit to up to three online meetings with the ST4 Question Bank Working Group per year, and one Stakeholder Event per year.

The normal term will be two years, renewable for a further two years. Further extension may be granted at the discretion of the Recruitment Committee.



Royal College of Anaesthetists

PERSON SPECIFICATION – Anaesthetist in Training Question Writer for ST4 National Recruitment

Professional Requirements
Essential
ST4+ Specialty Registrar Anaesthetist in Training
Member of the Royal College of Anaesthetists in good standing
Possession of full GMC registration, without limitation
Skills and Knowledge
Essential
Excellent written and verbal communication skills
Thorough knowledge of the current CCT programme in anaesthesia
Team player
Demonstration of courtesy, fairness and non-discrimination to fellow group members
Personal Attributes
Essential
Highly self-motivated
Meticulous attention to detail
Ability to form excellent working relationships
Friendly and consultative attitude
Willingness to contribute to the wider aims of the Recruitment Committee

EXPENSES

The reasonable travel, accommodation and subsistence expenses of those invited to attend ST4 Question Bank Working Group meetings shall be met in accordance with published College guidance, if required. Those attending meetings as representatives of external organisations will not be offered expenses except with the Chair of the Recruitment Committee and Director's prior knowledge and approval.