

## RCoA Quality Improvement Deputy Lead

The Quality Improvement (QI) Deputy Lead role is a voluntary position. The post is for an initial term of three years, extended if appropriate for a second and final term of three years.

Our QI work aims to facilitate and strengthen delivery of comprehensive improvement and safety programs aligned with RCoA professional standards, accreditation and education.

Read the [QI strategy](#) for more details on our vision and ongoing projects.

### Role description

<b>Title:</b>	RCoA QI Deputy Lead
<b>Directorate:</b>	Clinical Quality and Research
<b>Responsible to:</b>	RCoA QI Lead and RCoA Director of Clinical Quality & Research
<b>Key relationships:</b>	RCoA QI Working Group (QIWG), RCoA Quality Network, RCoA President, Deputy Directors of Centre for Research and Improvement CR&I, RCoA Clinical Quality and Research (CQ&R) Board Chair and Vice Chair, RCoA Associate Director of CQ&R, RCoA Business Coordinator of CQ&R, RCoA Anaesthesia Clinical Services Accreditation (ACSA) team, RCoA CQ&R Team, RCoA Education and Professional Development Team

#### General Duties and Responsibilities

- To act as the RCoA's QI Deputy Lead, supporting the QI Lead and RCoA strategy for QI in anaesthesia and perioperative care.
- To deputise for the RCoA QI Lead as required, overseeing and directing the strategic direction of QI at the RCoA.

#### Specific Duties and Responsibilities

- Deputise for the QI Lead by facilitating the effective coordination of QI activities across all directorates within the RCoA.
- Chair the QIWG and successful implementation of the workplan if required.
- Support the QI Lead in the progression of the RCoA's Quality Network.
- Support the work programme and development of the CR&I QI Fellow.
- Support the delivery of RCoA QI events.
- Support and act as a mentor for the Quality Network Career development programme
- Work with the RCoA Events and Professional Development team to ensure that there are suitable QI training and development opportunities for members, for instance within the curriculum.
- Provide QI expertise for the QI Compendium when required
- Maintain regular contact with the QI Lead and CR&I leadership.

- Maintain regular contact with the Associate Director of CQ&R and the CQ&R Business Coordinator including attending meetings with the team and assisting with enquiries where necessary.
- Support RCoA staff with QI related enquiries received from members and external bodies.
- Represent the RCoA at external QI related meetings and events as required.
- Assist with content for the QI newsletter and other QI related communications.

### **Remuneration and time commitment**

There is no remuneration for this role. All reasonable and approved travel expenses associated with this role will be covered by the RCoA in line with our published guidance.

The time commitment will vary week on week and reflect the work plan and responsibilities of the role. The Deputy Lead is expected to attend and support the quarterly QIWG meetings (virtual), the Quality Network annual event (in-person), other events as agreed in the work plan and ad-hoc meetings to support the work of the QIWG.

### **Period of Commencement and Operation**

The postholder will be appointed for a period of three years, subject to an annual performance review. There is a maximum of two terms.

### **Benefits to the role**

- Collaboration with key members of RCoA Leaders in QI
- Influence development of RCoA's QI strategy
- Involvement in increasing impact of QI in anaesthesia nationally
- Develop relationships with colleagues nationally
- Gain experience of further development of a Regional Network

# Person Specification

<b>Educational Requirements</b>
FRCA or equivalent
<b>Professional/Technical and Occupational Training</b>
In good standing with the RCoA
In good standing with the GMC, with a current licence to practise
<b>Experience</b>
Holder of a post in Anaesthesia or dual ICM/Anaesthesia or equivalent, and able to demonstrate credibility with employer
Able to demonstrate ability to meet time commitments required for this post
Experience of chairing a working group or committee in a relevant setting
Hands on experience of quality/safety change processes relating to improvement or innovation
Evidence of working collaboratively and influencing people from a wide range of professional backgrounds (including clinicians and patients) and being effective across organisational boundaries
Track record of delivering projects to time, cost and quality
<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• Relevant QI or leadership qualification or experience of service redesign, change management, service improvement and modernisation techniques</li> <li>• Experience of network participation or development</li> </ul>
<b>Skills and Knowledge</b>
Broad understanding of the national context for anaesthetic service delivery
Knowledge of patient safety and QI
Knowledge of and experience in using a range of change and improvement models
An understanding of the anaesthetic curriculum requirements in patient safety and QI
Broad understanding of the work of the RCoA
Practical strategic planning ability
An understanding of Sustainability in QI (SusQI)
<b>Personal Attributes</b>
Strong leadership, organisational and people management skills
Excellent oral and written communication skills

Willingness to be a champion for QI at the RCoA

Good interpersonal skills in dealing with anaesthetists, other healthcare workers, RCoA staff and patient representatives

Commitment to the development of QI in a manner consistent with the [RCoA's strategy](#) and values and within the confines of the RCoA's governance and financial structure

**Organisational Commitment**

Must have support of employing Trust, Healthcare Board or University

# Quality Improvement Working Group (QIWG) Terms of Reference

<b>Owner</b>	Sharon Drake
<b>QIWG approval</b>	16 September 2024
<b>CR&amp;I Board approval</b>	Date
<b>Review due</b>	September 2025

## Purpose

- To provide evidence-based guidance to the profession on matters pertaining to quality improvement and quality measurement, for the purposes of patient benefit, research and revalidation.
- To advise and lead on quality improvement and measurement on behalf of the RCoA.
- To lead on the development and sustain the ability of the RCoA Quality Network.
- To develop and implement the RCoA QI strategy regarding the training and education of anaesthetists in quality improvement methods, in liaison with the training committee.
- To lead on the implementation of quality improvement in anaesthesia and perioperative care in collaboration with closely related initiatives such as the Perioperative Quality Improvement Programme (PQIP), the National Emergency Laparotomy Audit (NELA), the Anaesthesia Clinical Services Accreditation (ACSA) initiative and other priority areas.
- To liaise with other stakeholders including the Centre for Perioperative care (CPOC), the National Institute of Academic Anaesthesia's (NIAA) partners, the Faculty of Intensive Care Medicine (FICM), Faculty of Pain Medicine (FPM), other Colleges/Faculties the Academy of Medical Royal Colleges (AoMRC) and other representative bodies to coordinate quality improvement initiatives relevant to anaesthesia, perioperative care and pain management.

## Accountability

The QIWG is accountable to and reports to the Centre for Research & Improvement (CR&I) Board. The Terms of Reference for the QIWG, and any subsequent amendments, will be reviewed and approved by the CR&I Board.

## Membership and Decision-Making

The Board shall comprise:

### Members

- A QI Lead (Chair of the QIWG) and Deputy Lead (Deputy Chair of the QIWG) selected by open recruitment and approved by the CQ&R Board
- The Director or Deputy Director of the CR&I
- The RCoA Clinical Quality Advisor
- CR&I QI Fellow
- Up to 2 of the regional leads of the RCoA Quality Network
- A clinical representative of the RCoA Events and Professional Development Committee
- A clinical representative of the FICM Professional Affairs and Safety Committee
- A representative of the Centre for Perioperative Care
- The QI Lead for NELA
- A representative from PQIP
- A representative from the Anaesthetics Curriculum Assurance & Development Group (ACDAG)
- Director of Patient Safety and Quality Improvement, College of Anaesthesiologists of Ireland
- A trainee representative from the RCoA Anaesthetists in Training Committee
- A representative of the Research and Audit Forum for Trainees (RAFT)
- A trainee member nominated from the Association of Anaesthetists

### Corresponding members

The QIWG may seek advice from a larger group of corresponding members - Individuals at the discretion of the Chair with an interest in quality measurement and improvement (e.g. the lead for THIS Emergency Laparotomy CORE).

The Quality Improvement Working Group is committed to ensuring that the views of patients are reflected in its work and that its outputs are communicated to the public and patient communities for their benefit. We will proactively identify instances where the views of patients are required, and we will engage with the Patient and Public Involvement team at the College to agree engagement activities tailored to specific activities as they arise. This may include working with the PatientsVoices@RCoA or people with lived experiences or specific patient communities to achieve the most impactful model of patient and public involvement.

The Clinical Quality and Research (CQ&R) Director, Associate Director and other directorate managers and staff including the QIWG Secretary attend as necessary for the conduct of the meetings.

If a representative member cannot attend the scheduled meeting, they are encouraged to send a well briefed deputy, to ensure the views of their stakeholder group are represented.

The QIWG will consult expert stakeholders outside the constitution of the group as needed; these may be invited to attend meetings or correspond by email.

## **Quorum**

The quorum for the QIWG is 8 members.

The Chair should generally seek to reach decisions by consensus. In any case where voting is necessary, and in the event of an equality of votes, the Chair shall have an additional, or casting, vote.

All full members of the QIWG will have equal voting rights.

## **Tenure and membership**

The Chair and Deputy Chair of the QIWG shall be appointed by an open and transparent recruitment campaign.

The Chair, Deputy Chair and members shall be appointed for a term of three years (two terms maximum).

The membership of corresponding members will up to three years (two terms maximum).

All clinical members are required to be in good standing with the RCoA and GMC with a current licence to practise.

## **Frequency of meetings**

The QIWG will hold three-four virtual meetings per year.

## **Expenses**

The reasonable travel, accommodation and subsistence expenses of those invited to attend working group meetings in person shall be met in accordance with published College guidance. Those attending meetings as representatives of external organisations will not be offered expenses except with the Chair's and Director of CQ&R's prior knowledge and approval.

## **September 2024**