



The Royal College of Anaesthetists

Job Description

National Audit Project 6 (NAP6) Clinical Lead

Post Title: NAP6 College Lead
Directorate: Education and Research
Responsible to: Professionally responsible to the HSRC Executive Management Board
Managerially responsible to the Director of Education & Research

Main function

Role: The Clinical Lead for NAP6 will provide leadership for all aspects of the NAP6 project.

Specific duties and responsibilities

This will involve (but not be limited to):

- Leading the NAP6 planning group.
- Engaging the appropriate stakeholders in the project.
- Liaising with the appropriate bodies to gain the necessary permissions to conduct the project.
- Establishing a network of local coordinators for the project in NHS hospitals.
- Liaising and engaging with local coordinators and senior hospital management to enable the project to be performed in all NHS hospitals in England, Scotland, Wales and Northern Ireland.
- Supervising the creation of a reporting system that enables secure collection and storage of event reports to a suitable secure and encrypted website.
- Establishing a multi-disciplinary review panel.
- Co-ordinating the review of all reported cases (or as many as the project review panel deem appropriate) to extract necessary information.
- Managing all aspects of the project including data collection, data storage and data management to the highest levels of probity and confidentiality in accordance with the stipulations of regulatory bodies and the tradition of the National Audit Projects.
- Handling media and lay-public enquiries relating to the project appropriately, including managing risks associated with the project (e.g. adverse media interest during the project, breaches of confidentiality) in a manner that is consistent with the projects risk management plan, in conjunction with the RCoA's Media Advisor.
- Reporting on progress of the project at regular intervals to the HSRC Executive Board and as requested to the Council of the College.
- Co-ordinating the writing and publication of a report on the project. Outputs of the report may include:
 - Full NAP6 report
 - Project article in *British Journal of Anaesthesia* or other relevant journals
 - Option for publication of data from local coordinator survey
 - Option for NAP6 glossy
- Leading the planning and delivery of a launch day (or days).



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- Co-ordinating production of educational material to support dissemination of the findings of NAP6.
- Coordinating and implementing at least one national survey on anaesthetic practice through the local coordinator network, as necessary.
- Responding to queries from RCoA support staff, steering panel and other stakeholders in a timely fashion.
- Coordinating any additional studies arising from NAP6.

It is expected that the role of Clinical lead of NAP6 would terminate within one month of the launch of NAP6.

It is anticipated the publication of NAP6 will be followed by invitations to lecture on the topic and the Clinical Lead would be expected to participate actively in these lectures. The College lead may also need to co-ordinate other speakers from within the NAP6 project to meet such invitations. These roles would be assumed to be part of the Clinical lead's role but would likely occur after the fixed term of the project.

Remuneration

There is no direct payment for the role. The post is supported by the cost of 1 period of professional activity (1 PA) per week in order to enable the successful candidate to dedicate a minimum of 4 hours per week to the project. It is anticipated that the workload of the project will fluctuate and the appointee will need to be able to be flexible enough to dedicate considerably greater amounts of time to the project when this is required.

Line management

The successful candidate will work with Dr Tim Cook, College Advisor for National Audit Projects, who will be available to advise on the College's goals regarding NAP6 and the needs of the project. The successful candidate will report to the Executive Board of the Health Services Research Centre of the National Institute of Academic Anaesthesia through the College NAP Advisor and, as necessary, to the Council of the College. The successful candidate will be administratively responsible to the Director of Education and Research.

Draft timeline

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| Advertise for Clinical Lead | November 2013 – January 2014 |
| Appoint Clinical Lead | March 2014 to start April/May 2014 |
| Plan, form panel, seek agreement of Trusts, publicise | May 2014 – January 2015 |
| Data collection | February/March 2015 |
| Case reviews | Complete June 2016 |
| Report | March 2017 |