

## **JOB DESCRIPTION**

<b>POST:</b>	Invited Review Coordinator
<b>DEPARTMENT:</b>	Professional and Clinical Standards
<b>RESPONSIBLE TO:</b>	Head of Invited Reviews
<b>BAND:</b>	2A

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## **JOB SUMMARY**

This is a key role within the Invited Review service involving the coordination of highly complex and sensitive reviews of individual surgeons and surgical teams to establish whether their current standard of practice gives rise to cause for concern.

The post calls for an enthusiastic self-starter with strong organisational and communication skills who has a flexible approach to managing their own work.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

### **1. Invited reviews**

- Be responsible for the day-to-day coordination of all aspects of Invited Reviews.
- Act as the key contact for all queries relating to Invited Reviews including those from senior managers of healthcare organisations and external stakeholders (e.g. NCAS/GMC).
- Coordinate the preparation, assembly and distribution of complex case documentation and maintain and ensure the quality, accuracy and completeness of the case management databases and records.
- Liaise with College Trustees, Associations Presidents and senior surgeons to identify and establish reviewing teams.
- Coordinate follow-up and evaluation processes ensuring that all invited review visits are followed up with the commissioning Trust at regular intervals and any issues highlighted to the Head of Invited Reviews.
- Coordinate all aspects of the invited case note review process, attending site visits and drafting reports when required.

### **2. Council Lead, Joint Standing Committee and Invited Review Panel coordination**

- Provide support to the Lead Trustee for the IRM, the President and other members of Council and senior College staff in the form of drafting briefings and presentations on issues related to the IRM.
- Manage the IRM Reviewer Panel; coordinate recruitment processes and plan/implement training days.
- Liaise with senior staff at external organisations e.g. NCAS and the GMC to identify external assessors.
- Draft newsletters and articles for publication/circulation (e.g. reviewer newsletters).
- Provide committee support to the Invited Review Mechanism Joint Standing Committee and undertake work arising from this group.

### **3. Supporting the work of the invited review team**

- Be responsible for ensuring compliance with information governance requirements and responding to data protection issues relating to IRM activities.
- Assist in formulating and monitoring budgets in relation to areas of activity and be responsible for all invoicing arrangements.
- Coordinate the regular revision of the IRM webpages.

### **Other Duties**

- Undertake other duties commensurate with the responsibilities of the position.
- Provide coordination support to other areas related to activity within the directorate.
- Provide support to projects related to areas of activity.

**This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.**

**The Royal College of Surgeons of England is an Equal Opportunities Employer.**

**All College employees are responsible for records held, created or used as part of their work for the College including patient/client, corporate and administrative records whether paper-based or electronic, which also includes emails. Records should be managed and stored appropriately and should in all cases comply with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation. Employees should have read and understood the College's Data Protection Policy and Records Management Policy and should follow all agreed records management and data protection procedures, seeking advice where necessary.**

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## PERSON SPECIFICATION

### POST: Invited Review Coordinator

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>Education/Qualifications</b> <ul style="list-style-type: none"><li>Graduate level education or equivalent experience.</li></ul>	<b>Education/Qualifications</b> <ul style="list-style-type: none"><li>Good understanding of the NHS and healthcare environment and of performance management in medicine.</li></ul>
<b>Experience/Knowledge</b> <ul style="list-style-type: none"><li>Excellent organisational skills, with a proven ability to work on own initiative to meet challenging deadlines and a focus on delivering results.</li><li>Strong oral communication skills, with the ability to communicate confidently and professionally with senior people, often in challenging situations.</li><li>Good written communication skills, including the ability to draft letters and memos and to take minutes of complex formal meetings.</li></ul>	<b>Experience/Knowledge</b>
<b>Skills</b> <ul style="list-style-type: none"><li>Ability to coordinate difficult and sensitive cases and/or a range of complex tasks often under considerable time and other pressures.</li><li>Strong problem solving skills, with a proven ability to propose and implement workable solutions.</li><li>Strong team-working skills, with the ability to work flexibly within a multi-professional environment.</li><li>Ability to maintain confidentiality at work.</li><li>Good keyboard skills and experience of office computer systems (including MS Office) and databases.</li><li>An understanding of and commitment to equality and diversity at work.</li><li>Ability to travel on occasions to support invited review demands. This may involve occasional overnight stays or working during unsocial hours.</li></ul>	<b>Skills</b>

**The appointment is subject to proof of the attainment of any qualifications deemed essential to the post and used as a basis for shortlisting and selection. Failure to provide evidence of the required qualifications will result in the offer of employment being withdrawn.**

**The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to race/ethnicity, national origin, religion, pregnancy, marital status, sexual orientation, gender identity/expression, age and disability**

June 2021