

# ATLS® Steering Group Member: Role Description and Person Specification

## Role Summary

Members of the steering group will work closely with the College's education team, ATLS® Educator and the clinical lead contributing to the planning of the programme, quality assurance and the development of learning content. They advise RCS England (the College) on all matters relating to the delivery of the ATLS® programme in the UK and they contribute to the development and launch of new editions of ATLS®.

## Role

Steering group members represent the College and contribute to the development of content and resources, ensuring the accuracy and relevance of the final outputs of the ATLS® programme in the UK. All steering group members also teach on the ATLS® Instructor and ATLS® Reverification courses.

## Responsibilities

The ATLS® steering group responsibilities include:

- Acting as an ATLS® subject matter expert (SME), ensuring the accuracy and relevance of the content
- Attending and actively participating in steering group meetings
- Completing assigned tasks to a high standard and within agreed timescales
- Working with the College's education team and ATLS® Educator to develop learning content and resources which could include:
  - Faculty teaching resources
  - Drafting eLearning storyboards, and supporting the editorial and design process
  - Working with Producers to design and appear in course videos
  - Drafting course material, such as PowerPoints, handouts, and faculty notes.
- Work towards agreed deadlines so that content can be released to schedule
- Support development, piloting, launch and delivery of ATLS® courses and contribute to the development and retention of faculty
- Contribute to the development and delivery of the ATLS® National day programme
- Working with the Educator to ensure the quality and standards of the educational content and that any clinical content is relevant and meets the required standard
- Ensuring the content is in line with UK Curricula, UK practice and guidelines
- Ensuring that the programme delivery meets the required quality standards and criteria in terms of the agreed purpose, learner experience expectations and learning outcomes
- Promoting diversity, equity and inclusion as a faculty member and in the workplace
- Promoting multidisciplinary trauma training
- Steering group members must be familiar with the content and teaching methods of the whole ATLS® portfolio and must teach on all ATLS® courses regularly

We expect that most of the development work, including the communications between the working group and College staff to be maintained virtually. There may be a requirement to attend meetings at the College from time to time. Standard class travel will be arranged by

the College, together with accommodation, if overnight stays are required. All travel and subsistence claims will be managed according to College policy.

The Steering group members are recruited for the period of four years, subject to satisfactory performance.

## Person Specification

### Essential

- Experience as ATLS® faculty on a minimum of six ATLS® Provider courses (across 9<sup>th</sup> and 10<sup>th</sup> editions) and meets teaching requirements for ATLS® faculty (minimum of four ATLS® courses in a four year period of instructor status)
- Valid ATLS® Instructor status
- Clinically active in trauma
- Passionate about medical education and training
- Excellent communication skills with stakeholders at all levels and interests
- Effective interpersonal and time management skills
- Creative and energetic team player
- Ability to develop effective partnerships with relevant stakeholders and organisations
- Confidence using IT for communication (e-mail, word processing, spreadsheets, MS Teams, Skype meetings etc).

### Desirable

- Acting as a course director on one of the courses in ATLS® portfolio
- Teaching on ATLS® Reverification courses
- Experience developing or using education in multiple formats including digital
- Master's in medical education, or an equivalent qualification or experience
- Previous experience of a strategic educational role, eg. TPD, Head of School, local HEE role

## Remuneration

This is a voluntary role, but expenses will be covered in line with College expense policies.

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