



Chair, Bowel Cancer Screener Accreditation (BCSA) panel

Job description

The Chair of the BCSA Panel provides leadership and direction to the BCSA Panel. The Panel have responsibility for monitoring, developing and reviewing activities related to accreditation application and assessments. The Panel have a role in the related aspects of quality assurance and oversight of programme delivery.

Period of appointment 2 years, renewable for a further year by agreement
Funding .25PA for consultant medical applicant or equivalent (reimbursed to NHS employer)

Role and responsibilities:

- To guide, oversee, and advise on regular review, analysis and quality assurance of the bowel screening accreditation process
- To guide, oversee, and advise on the delivery and development of accreditation for screening endoscopists
- To guide, oversee, and advise on the training, recruitment and development of assessors
- To set the agenda for and chair the Accreditation Panel, bi- annually (occasionally additional meetings as required)
- To review and approve Panel meeting minutes and agree appropriate actions
- To review and adjudicate on referrals of applications from the JAG administrators
- To review and provide feedback on the annual reports from assessment centres
- To oversee the review of and to adjudicate on candidate appeals or complaints following assessment
- To ensure the assessment is fit for purpose, including the ongoing review and development of the multiple choice questionnaire online assessment (MCQ)
- To advise the national programme on accreditation issues
- To advise the national programme on mentorship for screening endoscopists
- To provide guidance to JAG on adhoc queries as appropriate

It is expected that the post holder will ensure there is a recruitment process to maintain membership of the Panel to support them in this work. The chair will also co-ordinate the devolvement of certain work streams to individual members of the Panel with specific expertise.

Governance and accountability

The BCSA panel reports and is accountable to the JAG committee. The Chair of the panel is expected to work with the Chair of the JAG to deliver the Panel's objective to safeguard and deliver quality assured accreditation of the screening workforce to support the NHS Bowel Cancer Screening Programme.

Location of Duties

Much of the post holders' work may be delivered from their own locality using electronic methods of communication.

Part of the JAG programme at the RCP



The main duties requiring designated time are:

- Update calls with the JAG office team (1 hour, monthly, by phone)
- BCSA Panel meetings (whole day, twice per year, in person - London)
- BCSP QA meeting (whole day, twice per year, in person - London)

Other duties will be agreed with the postholder.

Person description

- Practising and highly competent colonoscopist. It would be preferable, although not essential for the Chair to be an accredited BCSP screening endoscopist
- In-depth knowledge of the NHS Bowel Cancer Screening Programme (colonoscopy and bowel scope)
- Experience and knowledge of assessment processes
- Knowledge of BCSA assessor training or similar
- Experience of developing and delivering endoscopy training
- Experience of quality assurance processes
- Experience of chairing meetings, with advanced negotiating and communication skills
- Leadership and team-working skills
- High level of self-awareness and well developed personal values and behaviours
- Presentation skills

Application and appointments process

Interested parties are welcome to have an informal discussion ahead of application with Dr Brian McKaig (brian.mckaig@nhs.net) who is demitting as Chair of the Panel or Raphael Broughton (raphael.broughton@rcplondon.ac.uk) who manages BCSA at the JAG office.

Applicants should submit the following to the JAG office (askjag@rcplondon.ac.uk) by **Friday 3 April 2020**.

- Letter of application outlining their suitability for the role
- Short CV (focussed on endoscopy-related achievements and leadership experience)

Interview for short-listed applicants will be held at the Royal College of Physicians in London on **19 May 2020**.

The successful applicant will be required to take up appointment no later than 1 June 2020 and must attend the BCSA accreditation panel meeting on **10 June 2020**.