

Chair of BCSP Accreditation Panel - Job Information

Post title	Chair, BCSP Accreditation Panel
Period of appointment	Two years, renewable for a further year by agreement
Funding	0.25 PA for consultant medical applicant or equivalent (reimbursed to NHS employer)

Duties of Post

The Chair of the BCSP Accreditation Panel provides leadership and direction to the Panel concerning all aspects of the assessment and accreditation of applicants wishing to contribute as endoscopists for the NHS Bowel Cancer Screening Programme, whether as a colonoscopist for the core FOBt programme or delivering flexible sigmoidoscopy for the Bowelscope programme.

- To guide, oversee, and advise on the delivery and development of accreditation for screening endoscopists
- To guide, oversee, and advise on the training and development of assessors
- To guide, oversee, and advise on regular review, analysis and quality assurance of the accreditation process
- To set the agenda for, and chair the Accreditation Panel, two or three times annually as required
- To review and approve Panel meeting minutes
- To review and adjudicate on referrals from the SAAS administrator
- To oversee the review of and to adjudicate on candidate appeals
- To advise the national programme on accreditation issues

It is expected that the post holder will recruit and maintain membership of the Panel to support them in this work, perhaps devolving particular strands of work to individual members of the Panel with specific expertise.

Governance and accountability

The BCSP Accreditation Panel reports through the QA of Training Working Group and is accountable to the main JAG Committee. The Chair of the panel is expected to work closely with the Chair of the QA of Training Working Group and 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.

The main duties requiring physical presence in London will be:

- BCSP Accreditation Panel meetings (2-3 times a year)
- JAG QA of Training Working Group (twice a year)

Person description

- Practising and highly competent colonoscopist
- In-depth knowledge of the NHS Bowel Cancer Screening Programme
- Experience of developing assessment processes, including examiner training
- 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:

- Mr John Stebbing, Chair of the JAG (j.stebbing@nhs.net)
- Dr Mark Feeney, Chair of the QA of Training Working Group (mark.feeney2@nhs.net)
- Professor Roger Barton (Roger.Barton@newcastle.ac.uk) who is demitting as Chair of the Panel

Applicants should submit the following to the JAG office by **Friday 7th March 2014**:

- Letter of application
- Short CV

Interview for short-listed applicants will be held at the Royal College of Physicians in London on **Monday 24th March 2014**. Candidates may be asked to give a presentation to the panel.

The successful applicant may take up post as soon as possible after appointment but will be required to take up appointment no later than **1st May 2014**