

Job Description for Chair of the QA of Units Working Group

Post title:	Chair, JAG QA of Units Working Group
Period of appointment:	Two years, renewable for a further year by agreement
Funding:	0.75 PA (reimbursed to NHS employer)

Duties of Post

The post holder will be responsible for providing leadership and direction for the QA of Units Working Group in developing policies and themes of work relevant to endoscopy service provision, the accreditation of provider units and the role of the JAG in delivering a quality assurance framework.

Current themes of work include:

- Comprehensive review and rewrite of the GRS standards, including consultation with JAG stakeholders
- Publication of JAG accreditation standards that are separate to GRS Standards to support quality assurance of endoscopy services
- Programme of recruitment, training and maintenance of Lay assessors
- Recruitment, training and maintenance of JAG assessor panel providing peer review accreditation visits to provider units
- Support and engagement of independent and community sector endoscopy providers
- Support and engagement with devolved nations to use of JAG Accreditation and GRS
- QA of provision of accreditation visits and advice
- Review of Knowledge Management System (KMS) content and objectives

It is expected that the post holder will recruit and maintain membership of their working group to support them in this work, perhaps devolving particular strands of work to individual members of their group with specific expertise. The working group will need to accommodate stakeholder representatives drawn from the specialty organisations (BSG, ACPGIB and AUGIS), primary care, non-medical endoscopy workforce and the devolved nations.

The post holder will work closely with the Chair of the JAG and the Chair of the QA of Training Working Group through the JAG Committee and through personal contact to develop and agree the strategic direction of the JAG.

The post holder will chair the QA of Units Working Group, which meets face to face twice a year in London as well as two remote teleconference meetings twice a year. It is also expected that they will provide expert clinical advice and guidance to the JAG team, as well as meeting regularly with the JAG office team and the Head of Assessors and Lead Nurse.

Person Specification

- Practising and highly competent endoscopist
- Demonstrable understanding and experience of JAG policies, standards and accreditation
- Sound understanding of both NHS and private providers of endoscopy services
- Awareness of the wider political context of endoscopy
- Demonstrable capacity to provide leadership at a national level
- Experience of quality assurance processes
- High level of self-awareness and well developed personal values and behaviours
- Presentation skills
- Highly organised
- Ability to build alliances and working relationships
- Ability to deal with problems constructively and with tact, and to negotiate with diplomacy
- Commitment, drive and energy
- Participation in continuing professional development

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:

- JAG Committee meetings (twice a year) - presentation of working group policies and proposals for approval by senior JAG Committee
- JAG Strategy Day (once a year) - a meeting of key members of the JAG team to develop immediate and medium term strategy and to agree key themes of work for the year ahead
- Chairing of face-to-face Working Group meetings as appropriate