



## Quality lead role description

### Job title

IQILS quality lead

### Purpose and scope

The quality lead will be a key part of the team, working closely with the programme manager and clinical lead to develop and grow the IQILS accreditation programme. The individual will deliver on the level one submissions of services working towards full accreditation. The post holder will represent IQILS and support the development of the programme and increase engagement in undertaking the accreditation process.

The individual will lead on the assessment processes ensuring level one submissions are reviewed and services supported to level 2.

### Reports to

The IQILS programme manager and Clinical lead

### Works closely with

- the IQILS programme manager and RCP Accreditation Unit manager
- the assessors
- services engaged with the programme.

### Major responsibilities

#### To lead on quality assurance and provide expert support and advice

- Provide expert advice on the standards and clinical matters to the office, assessors and to registered services in conjunction with the clinical lead and programme manager.
- Have expert knowledge of the programme, the accreditation process, the standards and evidence requirements.
- Support the clinical lead to develop the programme, undertaking adhoc projects
- Developing and reviewing programme documents.
- Support initiatives to increase engagement of the accreditation programme.

#### To lead on the delivery of level 1 self assessments

- Lead on the review and feedback of level 1 submissions.
- Support assessors with level 1 reviews.
- Ensure submissions are reviewed in a timely manner.

#### To support the programme with the management of assessors

- Lead on developing and maintaining standards for assessors, with support from the office team.
- Support assessors with issues that arise through the assessment process.

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- Provide feedback to assessors on performance related issues.
  - Contribute towards annual performance reviews of assessors, which inform the contract renewal process, in conjunction with the clinical lead and programme manager.
  - Support the delivery of training for assessors.

#### To be part of the assessment team

- Perform assessments as an assessor, as per the assessor role description.
- Assist with the assessment of annual reviews from accredited services.
- Lead on the quality assurance (QA) process, in conjunction with the clinical lead.

#### To provide training support when required

- Participate as part of the training team at service training days and assessor review days.
- Provide ad hoc training support for services and assessors as required.

#### To develop key relationships for the programme and represent the programme in an ambassadorial role

- Promote the programme to its specialty, communicating and supporting the programme's aims, for example by presenting to relevant groups.
- Attend meetings and events with other organisations on behalf of the programme, where required.
- Ensure own service is working towards accreditation and is leading by example.

#### Generic responsibilities

- Every member, fellow or other healthcare professional working for or representing the RCP is expected to adhere to its [code of conduct](#)<sup>(3)</sup> and act in line with its [values](#)<sup>(4)</sup>.
- You will adhere and comply with the provisions of the RCP's policies.
- You will act with integrity and ensure confidentiality is always maintained.

The post holder will not be responsible for the day to day management of the programme, which will lie with the Royal College of Physicians, but will work alongside the clinical lead and programme manager to ensure success of the programme.

#### Person description

- Ability to build alliances and highly collaborative working relationship with multi-professional stakeholders.
- Ability to deal with problems tactfully and constructively, and to negotiate with diplomacy.
- Ability to help others to achieve and improve performance.
- Strong communication skills including presenting to large audiences.
- Commitment, drive and energy.
- Highly organised and able to manage conflicting priorities.
- Demonstrable understanding of the standards and of accreditation.
- Demonstrable understanding of both NHS.
- Awareness of the wider political context of the NHS, healthcare and issues affecting the specialty.
- Champions equality, diversity and inclusion.
- Practising and highly competent consultant Hepatologist, preferably with experience in a lead role.
- Participation in continuing professional development.
- Ability to work remotely from the RCP and use remote software (MS teams, Zoom).



The post will be remunerated on a sessional basis, based on 0.5 PA per week, in line with national consultant pay rates. The appointment will be for a minimum of two years, with possible extension to a maximum of four years if agreed by both parties.

## Our values

We are committed to **taking care, learning, and being collaborative**. These values drive the way we behave, how we interact with each other, and how we work together to achieve our vision and improve patient care.

### We value taking care

This means we behave respectfully towards people, whatever their role, position, gender or background. It means we act as representatives of the RCP and take decisions in the interests of the organisation as a whole.

### We value learning

This means we continuously improve through active learning and honest reflection, so that we grow personally and as an organisation, while striving for excellence. We support learning and development opportunities.

### We value being collaborative

This means we work together towards the RCP's vision in a collaborative and professional way, understanding that individuals bring different strengths and approaches to our work. We value diversity and each other's contributions.

**As an employee/volunteer/temporary contractor you are expected to comply with all RCP data protection and security policies and procedures.**