



The Royal College of Radiologists

RCR iRefer Editor role description

Role	iRefer Neuro-radiology Editor
Duration	3 year tenure reviewed annually
Approximate time commitment	0.5 PA
Number of Roles on offer	1
Remuneration	Mid-point of consultancy scale pro-rata per PA, to be backfilled or paid directly

The role

Overall purpose

iRefer, The Royal College of Radiologists' (RCR's) radiological referral guidelines, have been produced for over 20 years and provide practical guidance based on the best available evidence and guides justification under the Ionising Radiation (Medical Exposure) Regulations (IR(ME)R). *iRefer* is evidence-based and has been developed by drawing on expert contributions from around 300 radiologists. The methodology for reviewing the guidelines involves a Delphi consensus process and is accredited by the National Institute for Health and Care Excellence (NICE). The *iRefer* guidelines are available via the RCR's *iRefer* website and the College is working with a technology partner, MedCurrent to deliver *iRefer* through clinical decision support software (CDS).

A team of Editors curate each section of the guidelines, developing and drafting guideline content, working in collaboration with Specialist Interest Group¹ (SIG) members to ensure the consensus of experts. The review process takes place on a continuous basis and we are also consistently developing new guidelines in response to existing gaps and emerging practice.

We are currently seeking a consultant radiologist with an interest in neuro radiology to look after this section

Key working relationships

Reporting to	<ul style="list-style-type: none">▪ Amanda Wells, Senior Operations Manager▪ Dr Deepa Gopalan, iRefer Lead Editor▪ The RCR Professional Support and Standards Board
Working with	<ul style="list-style-type: none">▪ The iRefer Content Officer, others in the iRefer team, the Vice President CR, the Medical Director Membership and Business, the Medical Director Professional Practice
Key stakeholder relationships	<ul style="list-style-type: none">▪ iRefer licensees (such as Clinical Decision Support Software vendors)▪ iRefer users (such as NHS organisations), Global Ministries of Health

Principle duties

Management:

- Lead on liaison with the Special Interest Group (SIG¹) Lead and panel members for allocated set of guidelines ensuring that each allocated guideline has a panel of appropriate experts ready to contribute to the consensus process
- Through liaison and negotiation with others, ensure delivery of completed guidelines in line with the project plan, leading on contact with the expert panel, following the agreed methodology for the review process within agreed timescales.
- Communicate regularly and effectively with the SIG Lead and consensus panel throughout the process to keep the project on track
- Build relationships and liaise closely as necessary with: SIGs and other agreed individuals, taking into account agreed College processes for handling copyright and ownership of intellectual property.
- Contribute to regular updates to the Standards Development Officer, setting out progress against the agreed plan and timetable, and identifying any issues for resolution.

Guideline editing:

- Collate the response data from the Delphi consensus process and draft this into new guideline text for approval by the Lead Editor.
- Ensure delivery of the final content and evidence tables for each set of guidelines, to the RCR in the agreed format in line with the agreed timetable for consultation, approval and final formatting.
- Contribute to finalising the content prior to publication including: advising on consultation arrangements, resolving issues raised during consultation and editing content.

Information curation and team collaboration:

- Curation and stewardship of allocated set of guidelines and their wider subject field, collaborating with team members to ensure appropriate position in the review project plan and developing of new guidelines / retiring of unnecessary guidelines as indicated during discussion with team members and stakeholders
- For each set of guidelines to be reviewed or created, contribute to the preparation of a plan and timetable for undertaking the required work, for submission to and approval by the Lead Editor and Standards Development Officer.
- Contribute to the evaluation of the review process in order to inform longer term thinking as regards the future processes for reviewing and updating of *iRefer* content.
- Be a cohesive and constructive member of the *iRefer* Team and advocate for the guidelines and the CDS delivery system in all situations and eventualities.
- If mutually convenient, to attend meetings, fora and events to provide a clinical perspective in support of the *iRefer* project and CDS delivery system.

General

- Maintain and manage records in accordance with the RCR's data protection policy and guidance.
- Maintain documentation on all activities carried out.
- Undertake such other duties appropriate to the level of the post holder's qualifications and experience as may be required by the RCR from time to time.

Person specification

Fellow of the Faculty of Clinical Radiology of the College in active clinical practice and holding a current licence to practice
Experience and expertise in the drafting and editing of complex publications
Accurate use and understanding of English, the ability to craft well-written text from the ideas of others
Excellent organisational skills, ability to deliver high quality outcomes efficiently and effectively, while working remotely and independently
Excellent interpersonal and communication skills, including the capacity to lead, inspire support and influence others, as well as skills in building and maintaining constructive relationships

Additional information

All individuals that take up a voluntary position with the RCR are required to comply with our [Code of Conduct](#).

How to apply

Application

If you are interested in putting yourself forward for the iRefer Neuro-radiology Editor then please send a copy of your CV and a cover letter stating how you meet the requirements of the position to iRefer_content@rcr.ac.uk by 31st August 2024. If you would like an informal discussion with the team prior to submitting an application, please do get in touch with us on that email.

The RCR is seeking to expand diversity of its team, and actively encourages those from all backgrounds, including under-represented groups to apply for this role.

Due to the number of applications received we will not be able to contact those who are not successfully shortlisted for the position. If you have not heard from us within two weeks of the application closing date then please assume you have been unsuccessful on this occasion. Please do continue to look for other similar opportunities on our [website](#).

Equality, diversity and inclusion

The RCR is committed to providing equal opportunities to all individuals who engage with the College's work. To enable us to monitor this we ask that you please complete a [diversity monitoring form](#) when submitting your application.