Association of Anaesthetists

Non-executive independent specialist member of the Environment & Sustainability Committee

Applicant information pack
Welcome

Thank you for your interest in applying for the independent specialist role on the Association of Anaesthetists Environment & Sustainability Committee.

The Association of Anaesthetists, founded in 1932, is the national professional organisation for around 11,000 members, representing the largest medical specialty in the NHS. Anaesthetists (including intensive care and pain specialists) are involved in over 60% of episodes of in-patient care in the NHS.

Most Board members are anaesthetists, elected through our membership. In a governance review the Board identified the value of broadening the range of professional knowledge and experience through recruitment of independent specialists (lay) members.

The Board’s independent specialist policy, first adopted in 2016 and updated in 2019, recognises the importance of independent specialists who can add breadth and diversity of skills/experience to its governance and to programmes of work across the organisation at Board and committee level. Since then we have recruited lay members with specialist skills and knowledge onto our committees and Board.

The Environment & Sustainability Committee plays a key role in the driving the sustainability strategy and workstream for the organisation. Current membership of the committee includes one independent specialist, who has completed their term of office after four years in the role.

This is an exciting time to join the committee. Our long-term strategy, first published in 2017 and updated in 2019, sets out an ambitious vision and much strategic change is taking place.

I hope the information provided here gives you insight into our organisation and the role itself and will motivate you to want to join us.

Karin Pappenheim
Chief Executive Officer
About us

Background

The Association of Anaesthetists (the Association), founded in 1932, is the national professional organisation for nearly 11,000 members, representing the life-changing, life saving profession of anaesthesia, the largest medical specialty in the NHS.

The Association’s aims are to enhance patient safety, education and research in anaesthesia. Anaesthetists (including intensive care and pain specialists) are involved in over 60% of episodes of inpatient care in the NHS. It provides membership and education services, research funding, clinical guidelines, professional support (such as wellbeing and mentoring) and international work in low resource countries. It also publishes one of the world’s leading anaesthetic journals and maintains a renowned heritage centre.

Our long-term strategy sets out the vision for the future development of the Association. It details how we’ll achieve our mission to advance and improve patient care and safety in the field of anaesthesia and disciplines allied to anaesthesia.

The strategy is our main long term planning document, providing a framework for strategic change and development of the work we do and services we provide to our members and stakeholders.

The strategy clearly states our vision, strategic aims and key priorities for the next 3–5 years. It helps us to consider competing pressures and the links between them. The strategy also establishes a shared understanding of our priorities and aims.

In creating the strategy we have considered the key political, economic, social, technological and environmental factors, which may impact our members and stakeholders over the coming years.

About our brand

The Association is formed of two separate legal entities:

- Association of Anaesthetists of Great Britain & Ireland. Registered as a company limited by guarantee no. 1888799 (England)
- AAGBI Foundation. Registered as a company limited by guarantee no. 1963975 (England), as a charity in England & Wales no. 293575 and in Scotland no. SC040697

Association of Anaesthetists is the brand name used to refer to both the Association of Anaesthetists of Great Britain & Ireland and its related charity, AAGBI Foundation.

For further information on the Association and the AAGBI Foundation see the Association’s Statutory reports and accounts.

Read the Association’s Long-Term Strategy here
About the Environment & Sustainability Committee

At the Association we recognise that our actions have an impact in the environment and we see sustainability and climate change as key strategic issues.

In 2013 we established an environmental task group to lead our specialty on environmental matters and green anaesthesia. The task group is now known as the Environment and Sustainability Committee and comprises of 14 members from the Association, the Royal College of Anaesthetists (RCoA), Barema (the Association for Anaesthetic and Respiratory Device Suppliers), the College of Anaesthesiologists of Ireland (CAI) and other related organisations.

In 2016 we conducted a membership environment strategy survey. The results from this were used to identify priority areas for action in our joint environmental policy statement and long-term strategy (pp. 21-22).

The committee’s scope and remit is to:

- Lead the specialty on environmental matters and green anaesthesia
- Consider how the Association interacts with other agencies and stakeholders to promote green healthcare across the profession
- Examine what the Association does itself in terms of environmental sustainability
- Regularly review the Association’s environmental policy statement
- Campaign for greener healthcare
- Create a focus of expertise/information sharing on environmental sustainability
- Promote research on environmental issues
- Create a network of local/regional environmental champions
- Develop awards and an environmental fellowship that recognise excellence in sustainability in the specialty
- Support and contribute to the environmental session at our major congresses

Key achievements to date include:

- The Association membership environmental survey (during the 2016 Winter Scientific Meeting and electronic data collection) which led to the [joint Environmental Policy Statement in 2017](#)
- Developing environmental sessions at major congresses
- Organising Association seminars and webinars on environmentally sustainable anaesthesia
- Co-funding a fellowship in environmental anaesthesia (based in Newcastle)
- Regular articles and themed issues of our members newsletter (Anaesthesia News)
- Measuring our own environmental impact (at our headquarters, and at major congresses) and utilising virtual meetings across the organisation
Developing a network of stakeholders interested in greener healthcare; in particular to respond to the challenge in NHS England’s long term plan to reduce the carbon footprint of anaesthesia by 40% over 10 years

Role description

The Association recognises the contribution of independent specialists to its governance and across our different workstreams, and has recruited lay members with specialist skills and knowledge onto its committees and Board in recent years.

This is a voluntary role (unremunerated except for expenses) and offers an opportunity to contribute to the strategic development and environmental and sustainability strategy of a leading medical organisation dedicated to promoting patient safety and quality of care in this country and worldwide. For more information please see the Association’s independent specialist (lay) involvement policy (page 11).

Purpose of the role

Independent specialists bring professional expertise, judgment and balance which may not be available among the elected Directors and Trustees. Their principal assets will be their independence, different perspectives, detachment and the provision of an external view. It is envisaged that the new independent specialist will add value not only to the Environment and Sustainability Committee’s work but in the organisation as a whole e.g. by providing a sounding board for senior managers. There may be opportunities to become involved more widely, depending on the lay member’s individual preferences and time.

Responsible to: Chair of the Environment & Sustainability Committee

Key relationships:

- Chair of the Environment & Sustainability Committee
- All Officers and committee members
- Chief Executive Officer and Senior Management
- Other staff as required

In addition, independent specialists may, from time to time, interact with external organisations as a representative of the Association.

Person specification

This is a voluntary role (unremunerated except for expenses) and offers an opportunity to contribute to the strategic development, funding decisions and governance of the research and grant aims of a leading medical organisation dedicated to promoting patient safety and quality of care in this country and worldwide. The independent specialist will be a co-opted member of the Environment and Sustainability Committee. Travel and other reasonable expenses will be paid in line with the Association’s expenses policy.

Experience and skills

We are keen to co-opt as an independent specialist an individual with a background in one or more of the following areas:
- environment and sustainability in a public or charity sector context;
- patient and public engagement in the environment;
- the use of advocacy in political and media arenas;
- evaluation and impact measurement relating to environment and sustainability including the use of high-quality science;
- ability to contribute ideas and constructive challenge at a time of modernisation and development;
- charity governance.

Their personal characteristics will include:
- Empathy, with an ability to act as a critical friend;
- Enthusiasm and commitment to advancing the environmental and sustainability agenda;
- Objectivity in environment and sustainability matters;
- Be available twice a year for meetings (usually in London, one or more meetings maybe virtual using videoconferencing technology);
- Contributing to other projects outside of committee meetings
- Be a good communicator;
- Be committed to public service values of accountability, probity, openness and equality of opportunity;
- Be IT literate to allow some work to be carried out by email or via web-based links.

Terms and conditions of appointment

- The independent specialist will be a co-opted member of the Environment and Sustainability Committee
- They will be subject to an application process which includes interviews and two references will be required for the successful candidate
- This is a voluntary role (unremunerated except for expenses)
- They will be asked to complete a declaration of any conflicts of interest

Term of appointment:

- Following a successful interview and satisfactory reference check the independent specialist will be appointed for an initial one year term, renewable for up to three years in total
- They may resign by giving notice in writing to the Chair
- The Board of Directors may terminate the appointment at their discretion should there be evidence of conduct contrary to the standards of conduct or which could bring Association into disrepute
Expenses

Independent specialists will be reimbursed for their expenses for travel, accommodation and subsistence in carrying out their role. Expenses will be paid in accordance with the Association’s expenses policy. They are not otherwise compensated for their service under charities and companies law.

Terms of Reference for the Environment and Sustainability Committee of the Association of Anaesthetists

The Environment and Sustainability Committee is an advisory committee of the Association of Anaesthetists (Association) Board of Directors (Board).

1. The functions of the Environment and Sustainability Committee
   1.1. Lead the specialty on environmental matters and ‘green’ anaesthesia
   1.2. Consider how the Association interacts with other agencies and stakeholders to promote carbon friendly healthcare across the profession
   1.3. To consider what the Association does itself in terms of environmental sustainability
   1.4. To regularly review of the environmental policy statement
   1.5. Campaign for greener healthcare
   1.6. Create a focus of expertise/information sharing on environmental sustainability
   1.7. Promote research on environmental issues
   1.8. Create networks of environmental champions
   1.9. Develop awards and an environmental fellowship that recognise excellence in sustainability in the specialty
   1.10. Support and contribute to the environment session at Conferences
   1.11. To regularly review the Association’s long term strategy (LTS) relevant to the remit of the committee
   1.12. To develop work programmes for the Committee and advise the Board on how the LTS will be delivered
   1.13. To monitor progress against the vision and timescales described in the LTS
   1.14. To review regularly the impact the Committee’s own activities may have on the environment and sustainability in line with the Association’s Long Term Strategy (LTS); and to receive an annual report from other Committee’s on the environmental impact of their activities.

2. Composition
   2.1. The Committee shall comprise:
      a) Chair
      b) 
Ex officio: all officers
      c) Two or more other elected members of the Board
      d) A representative of the Trainee Committee
      e) An independent specialist
f) Non-voting, co-opted members as appropriate to the work of the committee with the prior approval of the Honorary Secretary, e.g. RCoA sustainability lead(s), CAI nominated representative, Barema representative, fellow in environmentally sustainable anaesthesia

g) Senior management team and other staff in attendance as required.

The quorum for a meeting shall be two Association Board members.

2.2 The Committee may, with prior approval, co-opt any person qualified to assist or advise the Committee. The Chair should contact the Honorary Secretary with requests for the appointment of co-opted committee members. Invitations to co-opted members whom the Chair wishes to remain as co-opts on the committee should be renewed on an annual basis.

2.3 The tenure of every committee member shall be one year, renewable as appropriate with the consent of the Committee Chair and the approval of the Board. The date of appointment of all committee members shall be taken to be the date of the Annual Members’ Meeting at the Annual Congress and the membership will be reviewed by the Chair, President and Honorary Secretary every year before the Annual Congress.

3. Chair

3.1 The Chair shall be appointed by the Board for a term of one year renewable.

3.2 The Chair shall normally be an elected member of the Board.

3.3 The Chair shall provide a written report on activity to the Board as requested.

4. Meetings

4.1 The Committee shall usually meet twice a year but may with the agreement of the Honorary Secretary meet more frequently.

4.2 If the committee discusses any matters for which a member of the committee has a conflicting interest, that member must declare his/her interest and recuse himself/herself from that part of the meeting. Refer to the current conflicts of interest policy.

4.3 The Chair should seek to reach decisions by consensus. In the absence of this, a vote will be held. Co-opted members shall not vote. In the event of a tied vote, the Chair shall have a second, casting vote.

4.4 Decisions made by committees have the status of recommendations or proposals to Board, and should not be enacted until ratified by Board.

5. Articles of the Association

5.1 The Committee shall be subject to the Articles and Regulations of the Association of Anaesthetists of Great Britain and Ireland.

6. Review

6.1 The Committee shall review its Terms of Reference every year, and recommended changes shall be submitted to the Honorary Secretary for consideration by Board.
Independent Specialist (lay) Involvement Policy

The Association recognises the importance of the contribution which can be made by independent specialists drawn from other professional backgrounds outside the specialty of anaesthesia to delivering our strategic goals and programmes of work. Independent specialists can add breadth and diversity of skills/experience at Board and committee level, which is of value to our governance, strategy and work streams across the organisation.

Background

The Association’s board adopted a lay member engagement strategy in 2016, and set out to recruit individuals with relevant skills and expertise to defined roles on our committees and board. To date, we have recruited to roles on the Finance, International, Research and Environment Committees and to the Board of Trustees. All roles have been openly recruited through advertising and selection panel interviews. The roles are all voluntary and non remunerated. In 2019, in reviewing and evaluating the impact of this strategy, the Association’s policy was updated and it was decided to adopt the term ‘independent specialist’ to replace ‘lay’ as a more accurate description of the contribution made by such individuals to our board and committee work.

Definitions

By ‘independent specialist’ we mean individuals with a professional background outside the specialty of anaesthesia, who bring an independent perspective, breadth and diversity of skills/experience. Generally we seek individuals at a senior level in their career, often with experience at board level, who can act as a sounding board and critical friend in board and committees.

We distinguish this from patient involvement, which is on a project basis, particularly in our working parties where a patient representative is usually appointed. This enables meaningful involvement from a patient perspective within each working party and published guideline. We continue to refer to this as ‘lay/patient’ involvement and to such working party members as ‘lay/patient representatives’.

The Association will:

- Seek to recruit independent members with relevant specialist professional skills and expertise to defined roles on the Board and committees;
- Continue to use an incremental approach on a case-by-case basis as determined by need;
- Continue to define the specific skills required and produce an individual role description for each independent member role;
- Appoint to independent specialist roles through an open advertising and recruitment process;
- Review the involvement of independent members annually;
- Support our professional independent members in their role by providing access to membership information/publications/communications to enhance their knowledge and understanding of the Association’s work;
- Provide an opportunity annually for all independent specialist members to meet with the Chief Executive Officer (CEO) and Honorary Secretary to reflect and evaluate progress and offer constructive feedback.
Facilitate our independent members in holding periodic face-to-face or virtual meetings as a group, to enable discussion and information-sharing to enhance their understanding of activities outside their specific area of Association work.

Engage independent specialist members in the Long Term Strategy development.

How to apply

Expressions of interest are invited via a letter and CV to Ms Karin Pappenheim, Chief Executive Officer at secretariat@anaesthetists.org.

For more information and informal discussion

Contact Karin Pappenheim, Chief Executive Officer for informal discussions and more information by email: secretariat@anaesthetists.org.

Recruitment timetable

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<th>Event</th>
<th>Date</th>
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<tr>
<td>Deadline for applications</td>
<td>31 January 2020</td>
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<tr>
<td>Shortlisting for interview</td>
<td>w/c 3 February 2020</td>
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<tr>
<td>Date of interviews</td>
<td>5 March 2020</td>
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<tr>
<td>Appointment</td>
<td>End of March 2020</td>
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<tr>
<td>Date of first Committee meeting</td>
<td>3 July 2020 (face to face)</td>
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