

Equality, Diversity and Inclusion Consultant/Consultancy Brief

Lost in the ether: Missing perspectives within anaesthesia

Project timescale	August 2021 - January 2022
Target audiences	<ul style="list-style-type: none"> • Anaesthetists • Affiliated medical organisations (GMC etc) • Medical museums • Association staff and volunteers • Museum visitors (through heritage programme)
Budget	<p>£6,050 (incl. VAT) (grant funded, see section 3)</p> <p>Breakdown: £4,300 (training and development) £1,750 (research/archiving)</p> <p>Please refer to section 5 for detail.</p>
Proposal deadline	7 May 2021 (5pm)

1. Aim

The Anaesthesia Museum is seeking a consultant to support it and its parent body, the Association of Anaesthetists to develop an EDI Action Plan, provide training to support organisational improvement, and help the museum establish and run an advisory panel which will help the team to embed and champion EDI practices in all areas of their work, from collecting, storytelling and event programming.

2. About the museum

The Association of Anaesthetists (the Association), founded in 1932, is a national professional membership organisation for 10,000 members, representing the life-changing, life saving profession of anaesthesia, the largest medical specialty in the NHS.

The Anaesthesia Museum is part of the Association's Heritage Centre. It owes its establishment to the donation by A. Charles King of his collection of historic anaesthetic apparatus in 1953.

The collection, and continued development of the collection, supports the museum's statement of purpose;

The Anaesthesia Museum.....enables people to explore its collections for inspiration, learning and enjoyment. It seeks to collect, safeguard and make accessible artefacts which are held in trust for society relating to the development of the specialty of

anaesthesia. It promotes awareness of the history of the specialty amongst anaesthetists and the general public.

The collection has grown since King's donation to include over 4,000 objects dating from the early nineteenth century, when the specialty developed, to the present day. It spans the entire history of the profession including anaesthesia, pain relief, resuscitation and intensive care.

The collection is used in permanent displays in the museum. Opportunities to bring objects out of store are provided through an annual temporary exhibition and travelling exhibitions displayed at Association conferences and sectors events (i.e. London Museums of Health and Medicine's, *Up Close and Medical*).

The museum also has a small handling collection of duplicates and replicas. These objects support our aim to reach wider audiences and are used at travelling exhibitions, events and as part of our group visit offer to educational and community groups. The Anaesthesia Heritage Centre maintains a rare book collection and an archive, which includes an extensive oral history archive.

3. About the project

This project has been made possible through grant funding from the Association of Independent Museums *Tackling Inequality Grant Award* supported by Arts Council England. The aim of the project, *Lost in the ether: Missing perspectives within anaesthesia*, is to confront attitudes towards race, gender and disability within anaesthesia and make positive change through training, collecting missing perspectives (oral histories/archive material) and a renewed 2022/23 heritage programme.

Project aims

- Establish a record of changing attitudes towards race, disability and gender within the specialty of anaesthesia (through new research and working with partners [e.g. Royal College of Anaesthetists] to collate and archive some of their work on this subject).
- Establish an Advisory Panel to inform a programme of activity for 2022/23 which tackles this subject openly and transparently, and provides opportunities for frank and open discussions and debates
- Diversify the stories the museum tells through collecting oral histories, and identifying missing stories and gaps within the collection
- Reach new and diverse audiences
- Through proactive collecting, challenge prejudice, discrimination and assumptions, as well as celebrate the important contributions made by anaesthetists from discriminated groups.

4. Current situation

A review of the heritage collection evidenced that there are gaps within the collection with regards to race, gender and disabilities, which means the collection, is not as

comprehensive as it should, or could be. It also means it is not reflective of the profession, our audiences, or the UK and Ireland as a whole.

Attitudes towards race, disabilities and gender within the medical profession as well as society as a whole, have evolved and developed throughout history, from overt discriminatory policies, stereotypes and insults, through to unconscious socialised and institutional bias and prejudice.

The Association provides training (Safer Anaesthesia from Education course) in low resource settings to bring anaesthesia practitioners to a level of practice whereby they can deliver vigilant and competent training. Collecting oral histories from the anaesthetists we work with internationally will strengthen our ambition to diversify perspectives within the collection beyond the UK and Ireland.

The Association of Anaesthetists has policies on inclusivity, but there is little to no assessment of the extent of attitudes towards race and diversity within the specialty of anaesthesia.

The heritage centre will be reapplying for Museum Accreditation in April 2022. The team are in the midst of rewriting the Forward Plan, in particular the Action Plan, to ensure it supports the Long-Term Strategy and our vision for the museum. The Equality Action Plan and recommendations from the Advisory Group will be incorporated into this Plan.

STRENGTHS	CHALLENGES
<ul style="list-style-type: none"> • Support from the Foundation Trustees and Diversity and Equality Task Group • Project is aligned to the Association's established commitment to equality and diversity (policy and task group) • Established oral history programme • Support from the Royal College of Anaesthetists • Large membership (national and international) with representation across the communities we'd like to reach • Links with specialist anaesthesia societies and campaigns and advocacy teams • Member of the UK Medical Collections Group and London Museums of Health and Medicine networks 	<ul style="list-style-type: none"> • Individuals (via oral histories) may be uncomfortable or unwilling to discuss certain issues • Research findings may reflect badly on the Association and the specialty • Ethical and legal considerations (covered by existing policies and oral history agreement forms)

5. Brief

The Anaesthesia Museum is looking to recruit a consultant or consultancy with specialist knowledge in the areas of Equality, Diversity and Inclusion. There are two main aspects of

the role; training and development and research/archiving. The applicant can apply for one, or both, aspects.

Training and development responsibilities will include:

- Formulating and gathering front-end and summative evaluation.
- Assisting with the recruitment of an Advisory Panel and Chair (Co-Chair to be a member of the Association's Equality and Diversity Task Group) to develop a programme of events/activity for the heritage centre for 2022/23.
- Supporting the Advisory Panel to develop a programme of heritage activity (events, learning resources, new interpretation panels etc).
- Supporting the heritage team and to provide practical solutions/skills so they can introduce and embed inclusive practices (e.g. workforce & volunteer development, engagement and learning, collections information and collections development).
- Project introduction/presentation at the Association's Annual Congress (Sept 2021).
- Training session/webinar(s) or training events in unconscious bias, equality, diversity and inclusion to support people become confident EDI advocates. Training for:
 - Association staff and volunteers;
 - UK Medical Collections Group
 - London Museums of Health and Medicine Network
 - Affiliated organisations (e.g. General Medical Council, Royal College of Anaesthetists, Royal College of Surgeons, British Medical Association etc)
- Produce an [Equality Action Plan](#) with SMART objectives, costings, learning outcomes and potential delivery partners/specialists

The research responsibilities will include:

- Establishing a relationship with partners [e.g. Royal College of Anaesthetists, British Medical Association] to gather research findings about discrimination within the anaesthesia specialty (consultant appointments, exam pass rates etc). This will form a collection within the heritage centre archive.
- Identifying gaps within existing research and make recommendations for possible paper and/or research projects commissions.
- Identifying possible partnerships (universities, research faculties) which would produce findings, or conduct research, which would be suitable for the museum's archive collection.
- Ensure all documentation relating to acquisition, copyright and use are completed.
- Create a suggested cataloguing structure for archiving the material (the accessioning and cataloguing will be done in-house).

6. Reporting and responsibility

The consultant or consultancy will have regular (fortnightly) meetings with the Heritage Manager (Project Manager) and monthly update meetings with the steering group formed from the Senior Management Team, Heritage Committee and Equality and Diversity Task Group. All meetings to be conducted virtually (i.e. Zoom).

The consultant or consultancy will be responsible for:

- Managing the delivery of the project outputs
- Producing a Equality Action Plan in written form (Word document)

The Project Manager will be responsible for:

- Providing information necessary to the delivery of the project
- Organising team meetings and regular 'catch ups' with consultant
- Introductions to organisations and networks
- Assisting sessions with internal stakeholders which supports the production of the Equality Action Plan
- Assisting with internal procedures and processes (such as Webinar training)
- Forwarding payment of invoices at agreed times and for agreed amounts

7. Budget and payment

The total budget for this project includes:

- £6050 consultancy fee to deliver the project outputs or £4,300 (training and development) and £1,750 (research/archiving).
- This fee is inclusive of VAT, includes all travel costs (although assumed much of the work will be conducted virtually) and any subcontracting expenses.
- We propose that the consultancy fee payment is paid in stages linked to outputs to be agreed with the final payment being made upon the completion of the project and submission of the EDI Action Plan.

8. How to apply

Expressions of interest are invited via a proposal and CV (to include two referees) to Caroline Hamson, Heritage Manager at carolinehamson@anaesthetists.org.

Please make it clear in your proposal whether you are applying for both aspects of the role (training and development and research/archiving), or just one.

The proposal should include;

- Statement of methods or proposed approach
- Expression of Interest outlining your interest, knowledge, experience and skills to deliver the project.
- A detailed budget (inclusive of VAT and all costs), enabling transparency to our funders

- Declaration of any potential conflicts of interest e.g. where the consultant is currently a museum trustee or has pre-existing relationships with specific museums
- Up to 2 supporting documents can be submitted

Selection will be made according to the following criteria:

- Demonstrable experience in and knowledge of the areas detailed in the specification
- Knowledge and understanding of the museum sector
- Evidence of ability to deliver to specification
- An excellent facilitator with the ability to support teams through change
- Ability to create a safe space to enable challenge, support difference and learning
- A professional and highly organised approach

Contact Caroline Hamson, Heritage Manager for an informal discussion and more information by email: carolinehamson@anaesthetists.org.

9. Timetable

Deadline for proposals	9 May 2021 (5pm)
Proposals review	10 May 2021
Date of interviews	w/k 24 May 2021
Appointment	End of May 2021
Project delivery	August 2021 - January 2022
Equality Action Plan submitted	Beg February 2022