

Role Description

Title	ABN Quality Committee – Chair (unpaid)
Reporting to:	ABN Council
Role overview:	<p>This role has two main aspects:</p> <ol style="list-style-type: none"> 1. Oversight and support for quality assurance, improvement and innovation initiatives by ABN members 2. Leadership and development of ABN initiatives in standards, safety, guidelines, audit, outcomes, work practice, revalidation, wellbeing and production of QI/QA resources <p>Although this role is unpaid, any related travel and subsistence expenses incurred on official duties will be reimbursed according to the ABN policy in effect at the time.</p> <p>The benefits to the role holder:</p> <ul style="list-style-type: none"> • An opportunity to influence quality improvements across neurology practice in the UK • Being part of a committed and vibrant team drawn from UK centres • Developing leadership skills with the responsibility of helping to coordinate and develop an area of strategic importance for the ABN and neurology services in the UK • Expanding your professional network • Expanding your knowledge of neurology
Duties:	<p>1) Quality Committee</p> <ol style="list-style-type: none"> a) Co-ordinate guidelines development and review process b) Develop and support audit and scale to national initiatives c) Support outcomes development and integrate into other aspects of quality assurance and improvement d) Liaise closely with Services Committee and ensure that work programmes are complementary e) Develop and support quality improvement initiatives across the ABN and help to integrate into ABN member activities <p>2) ABN Executive Committee</p> <p>The Quality Committee Chair is part of the Executive Committee, a sub group with Council.</p> <ol style="list-style-type: none"> a) Attending a weekly 07:30 – 08:30 video call on Wednesdays. b) Attending Council meetings which are typically held on a Wednesday in March, June and October, 09:00 – 13:00. Two of the

	<p>meetings are hybrid, with one in London. A brief summary of committee activity is provided for these.</p> <p>3) ABN's annual meetings programme:</p> <ul style="list-style-type: none"> a) Attending the ABN's annual in-person meetings: 10 – 12 May, and Wed 8 November (in 2023). b) Attending Meetings Committee meetings, these are typically held remotely a couple of times a year to help identify engaging and educational speakers. c) Scoring ABN Annual Meeting abstract submissions (February)
Key Relationships:	<ul style="list-style-type: none"> • Quality Committee members • Services Committee chair • ABN Executive Committee members • ABN Council members • ABN office staff
Time commitment	Variable depending on number of initiatives – averages 1-2 hours per week across the year
Terms	The initial term is for 3 years, with an option to review for a further 3-year term. The role starts from 1 October 2023.
Eligibility – criteria	<ul style="list-style-type: none"> • Current Ordinary member of the ABN • In active UK NHS clinical practice
Skills and experience required	<ul style="list-style-type: none"> • Quality improvement and/or quality assurance experience • Ability to manage projects with multiple stakeholders and influence without direct authority • Excellent communication skills and the ability to enthuse others • Evidence of team leadership • Able to work flexibly and respond quickly to queries
Process/next steps	<p>The role officially starts from 1 October 2023, but we would like to secure the new Chair by June, to allow a shadowing period with the outgoing Chair.</p> <p>Interested candidates can have a no-obligation discussion with Chris Kipps the outgoing chair - please contact Abby Wright-Parkes, Executive Director, to arrange this.</p> <p>We are keen to increase the diversity of the members of our Council. We would like to strongly encourage those who identify with any under-represented group to apply. As most of the work of this role can be carried out remotely, we also hope this will encourage applications from across the UK.</p> <p>To apply please send the following to will.cochrane@abn.org.uk by 10:00am on Monday 5 June:</p> <ul style="list-style-type: none"> • A short CV (maximum 2 sides) • A cover letter with a personal statement of up to 500 words outlining how you meet the skills and attributes required for the role <p>Interviews with members of the Executive Committee will be carried out virtually in June.</p>

