



The Royal College of Emergency Medicine

Patron: HRH Princess Royal
7-9 Bream's Buildings
London
EC4A 1DT

Tel +44 (0)20 7404 1999
Fax +44 (0)20 7067 1267
www.rcem.ac.uk

RCEM Sustainable Working Practices Committee Chair Honorary post

The College is looking for a chairperson for the Sustainable Working Practices Committee.

Role profile: Sustainable Working Practices Committee Chair

Accountable to: Service Delivery Cluster Chairs (RCEM Vice Presidents) and RCEM council

Key working relationships: As Chair, you will be leading and inspiring the Sustainable Working Practices Committee members. The Sustainable Working Practices Committee is part of the Service Delivery Cluster, led by the RCEM Vice Presidents, which also undertakes work relating to emergency medicine informatics, service design and workforce. The role will also work closely with the RCEM Quality Team.

Role responsibilities:

The Chair will chair committee meetings, coordinate sustainable working practice guidance and policy in emergency medicine, and ensure the College is appropriately represented on national bodies that relate to sustainable working. Key workstreams of the committee include advising on revalidation and advisory appointments committees (AACs).

Committee remit:

1. To devise a strategy and work programme for approval by the Workforce Committee focussed on improving sustainability of the working life of emergency physicians.
2. To devise a strategy for improving the working conditions in the workforce in emergency medicine.
3. To devise a strategy for assisting emergency physicians with remediation, advise on revalidation issues and oversee the work of the AACs.

What can you expect from us?

- The chance to influence EM policy and produce cutting edge new guidance.
- Meet and work with new consultants/EM staff with similar values.
- Opportunities to get involved in EM study days, presentations and represent RCEM at stakeholder events.

Excellence in Emergency Care

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- To work closely with the RCEM Quality Improvement Projects to raise the overall quality of care in Emergency medicine.
- Support and guidance in the role from the RCEM Quality Team and the QA and I chair.
- This is an honorary post and while no financial honorarium is offered for the postholder, the College will reimburse all post related expenses (e.g., travel to meetings).

What can we expect from you?

- Attend and chair all four SWPC meetings as chair (two London-based plus two virtual per year).
- Making decisions on behalf of the committee and escalating any concerns to the Service Delivery cluster.
- Represent the College at three meetings a year meetings of the Academy of Medical Royal Colleges' CPD and Revalidation Group or agree with committee member(s) for them to represent the College.
- At times you may be required to attend other meetings to represent the College.
- Draft an annual Committee work plan for RCEM Council.

Person Specification

Practical experience and skills: The role would suit a current consultant in EM who has a demonstrable interest in sustainable working practices.

How to apply: To apply for the position please send a single A4 page personal statement to alison.ives@rcem.ac.uk by **Monday, 7 June 2021**. Ensure your personal statement covers your relevant experience and how you meet the person specification below. Please note that the interviews are likely to be carried out via ZOOM or telephone call.

Essential	Desirable
Practical experience and skills	
<ul style="list-style-type: none">• Fellow of the College• Current substantive consultant in emergency medicine• Demonstrable interest in sustainable working practices.• Excellent verbal and written communication skills• Knowledge of revalidation• Evidence of continuing personal development	<ul style="list-style-type: none">• Experience of serving on AAC panels• Record of successful implementation of initiatives to improve sustainable working• Excellent knowledge of developments in the emergency medicine field• Computer literate: MS Excel, Word
Personal Qualities	
<ul style="list-style-type: none">• Attention to detail• Ability to prioritise and work to tight deadlines• Self-motivated and innovative• Good interpersonal skills• Professional manner and appearance• Ability to work independently• A commitment to upholding the organisation's values	<ul style="list-style-type: none">• Ability to motivate others to perform to deadlines by using influencing skills.

Frequently Asked Questions

Are committee roles only for those who have been closely involved with the College before?

No, certainly not. Our committee roles are open to all Fellows, not just those who have worked in Emergency Medicine for years! This includes trainees. We are always keen to help those who have not previously had a role with us to get involved.

So, should I apply even if I have not been involved in the College before?

Absolutely! We are very keen to encourage those who have not been involved in the College to apply; if you have the skills and the passion, please do apply.

We can provide induction into College processes to support those who are not familiar with committees in the medical Royal College sector.

I have the passion and the skills but not enough experience, should I still apply?

Yes! You might think that you do not have the experience, but if you are working in the field of Emergency Medicine, you probably do!

Aside from clinical skills, Emergency Medicine requires a depth of interpersonal skills: management, communication, influencing skills for example. Emphasise the skills you have, and think about soft skills such as communication, leadership, and team working.

How should I go about writing my application?

To apply we ask you to write a one-page personal statement. This statement is an opportunity for you to explain why you are suitable for and interested in the role and detail your objectives for your time as a committee member.

Before you write your application, you should study the role profile in detail. Pay particular attention to the member specification aspect of the profile and ensure your application addresses the points outlined.

I am really interested in becoming a committee member, but I am not sure about the time commitment.

College staff are currently working remotely, and we will utilise video conferencing and other media to reduce the need for travel. We expect that duties will be primarily conducted from your normal place of work or from the comfort of your own home. Committee meetings take place 4 times per year on average.

Will my expenses be covered if there's in-person meetings?

It is highly unlikely that there will be regular face-to-face committee meetings in 2021, however if RCEM decides to meet once it is safe to do so then travel expenses will be covered as per our Expenses Policy. RCEM staff member responsible for Regional Chair recruitment can provide more information.

Who can apply to the committee member positions?

For the committee member roles, we welcome applications from College Fellows working in the region advertised. We encourage all fellows to apply, regardless of how experienced you are or how long you have been a fellow for.

Can I ask my Trust to support me with time off?

Given the pressures the system is experiencing, we do understand that our Members and Fellows are needed for frontline services. However, there is often support provided to allow some recognition for College work, particularly as it can be developmental. In the past, the Chief Medical Officers have written to Trusts about this (see attached [letter](#)) and if you need help in how to approach your Trust for help please let us know.

Will I have any support from the College?

Absolutely! The College is always here to support you in the role and with all responsibilities and duties you may have. We can send out email communications on your behalf to all members in the region and those in the College more generally. We take responsibility for organising any meetings as well as setting up and providing guidance with regional press coverage. We want to ensure that you can carry out the role to the best of your abilities and are therefore happy to provide as much support as you need to fulfil the role effectively.

Do you have any questions that have not been covered? Get in touch with us! We would be very happy to talk to you. Email Alison Ives, Quality Officer: alison.ives@rcem.ac.uk