



The Royal College of Emergency Medicine

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RCEM Quality Improvement Projects (QIPS) Topic Team Members Consultant Sign Off – Honorary post.

The College is looking for new members with experience of Quality Improvement in Emergency Medicine to join the Consultant Sign Off Quality Improvement Projects (QIPs) Team.

Accountable to: The Quality Assurance and Improvement Committee Chair and Consultant Sign Off topic team lead.

We are looking for interest for the following roles to fill our team:
(Please state the role you are applying for on your application email)

- **Consultant**
- **Trainee**
- **ACP (Advanced clinical practitioner)**
- **SAS (Specialty doctors and associate specialist)**

Key working relationships: The **Consultant Sign Off (CSO)** topic team is part of the RCEM Quality Assurance and Improvement Committee (QA&I). This is directed by the RCEM Quality in Emergency Care Committee (QEC), led by the cluster lead Simon Smith, which also undertakes guidance development and safety work relating to emergency medicine. The role will also work closely with other EM specialists and the RCEM Quality Team.

Topic Team remit:

1. To develop clinical standards and National Quality Improvement Project (QIPs) tools for measuring and improving the quality of care delivered by the speciality of Emergency Medicine
2. To produce an annual report on the performance of EM departments.
3. To run the national QIP programme of the College and develop reports of the individual and comparative results for participating departments
4. To advise the NHS, NICE, DOH, CQC, the Royal Colleges and other national bodies who have an interest in the quality of care in Emergency Departments.
5. To develop and maintain the standards and QIP section of the College website

Excellence in Emergency Care

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What can you expect from us?

- The chance to identify and improve key areas of EM practice, with your choice of topics to be involved in each year
- Co-authorship of at least one national report per year
- Evidence of participation for your appraisal
- Meet and work with EM staff with similar values from across the UK
- Opportunities to get involved in EM study days, presentations and represent RCEM at stakeholder events
- 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&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?

- To attend and contribute to monthly topic team meetings
- To work on report drafts, recommendations, standards and data interpretation
- Passion about improving quality at a national level
- Work collaboratively with the committee to develop measurable standards
- Help develop and test the QIP tools
- Work with the committee to improve the quality of care in Emergency Departments
- Attend at least one full QEC meeting per year
- At times you may be asked to attend other meetings to represent the College
- This role will be for three years, potentially renewable for a further three years.

What time commitment is expected for this role.

One-two days per month for meetings and working on documents, including:

- Attendance at quarterly steering group and development QA and I meetings
- Contribution at monthly topic team meetings 2-3 hours a month (chaired by the topic team lead)
- Contribution to standards development, report writing, testing the portal and giving feedback and recommendations on the QIP data in between meetings over email (max half day per month)

Person Specification

The role would suit a current clinician in Emergency Medicine who has a demonstrable interest in Quality Improvement, specifically Cognitive Impairment in Older People.

Essential	Desirable
Practical experience and skills <ul style="list-style-type: none"> • Demonstrable interest in Quality Assurance and Improvement • Demonstrable interest in Consultant or senior sign off within EM • Excellent verbal and written communication skills • For the Consultant/Trainee role: Fellow of the College • For the ACP role: ACP working in an ED • For the SAS role: SAS working in an ED 	<ul style="list-style-type: none"> • Record of successful experience in quality work • Excellent knowledge of developments in the emergency medicine field • Evidence of continuing personal development • Computer literate: 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

How to apply: Please submit a CV and personal statement (max 250 words) outlining why you should be a member of the QIP and specify **which role** you would like to be considered for to karla.west-bohey@rcem.ac.uk by **10am** on **15th November 2021**.

Ensure your personal statement covers your relevant experience and how you meet the person specification.

If you have any questions or would like an informal chat about the role, please contact Karla West-Bohey (Quality Officer at RCEM) at karla.west-bohey@rcem.ac.uk

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 members, 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 submit a CV and write a 250-word 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, and we have two meetings per month. These are for 2 hours per meeting.

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 members can provide more information about this for you.

Who can apply to the committee member positions?

For the committee member roles, we welcome applications from any College member. We encourage all members to apply, regardless of how experienced you are, what kind of member you are, or how long you have been a member 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 will introduce you to the rest of the committee members and current work that the committee is doing. We take responsibility for organising any meetings, as well as providing guidance with report writing and 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. Please contact Karla West-Bohey (Quality Officer at RCEM) at karla.west-bohey@rcem.ac.uk