



**RCEM**  
Royal College  
of Emergency  
Medicine

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## RCEM's Toxicology Special Interest Group – membership vacancy x4

**The College is looking to recruit four new members with experience and interest in toxicology in emergency medicine to join the Toxicology Special Interest Group**

**Role profile: Toxicology Special Interest Group member**

**Accountable to:** Toxicology SIG Chair, Quality in Emergency Care Committee (QECC)

### **Key working relationships:**

As a member of the Toxicology Special Interest Group (Tox SIG), you will be joining and engaging with other members of the SIG, the Tox SIG is a part of the Quality in Emergency Care Committee, led by QECC chair, which also undertakes work relating to emergency medicine in Geriatrics, Mental Health, Public Health, Best Practice, Quality Assurance & Improvement, Safer Care, and other SIGs. The role will also work closely with the RCEM Quality Team.

### **Committee remit:**

The SIG was created in 2011 to support and engage a growing number of UK emergency medicine practitioners who have formal as well informal training, skills, and experience specifically in toxicology. The RCEM Tox SIG hopes to embed toxicology as part of hospital policy and education, and to support the national strategy on population health, reducing health inequalities, and most recently to ensure greater resilience to the risk of Covid-19.

### **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
- To work closely with other RCEM committees and SIGs to raise the overall quality of care in Emergency medicine
- Support and guidance in the role from the RCEM Quality Team and the Tox SIG 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)

***Excellence in Emergency Care***

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**What can we expect from you?**

- Attend at least two meetings each year (meetings dates are currently TBC)
- Be able to offer the time commitment required to pro-actively support and input into the SIG's ongoing strategy and work streams
- Offer innovative ideas and actions to further embed toxicological expertise into the ED
- Champion toxicological work in your own ED through promoting and encouraging the engagement with, and delivery of, toxicology interventions in the ED
- Share and promote RCEM committee work within your own professional communities
- Review or add content into other national strategic bodies work where requested
- Help with RCEM member queries concerning toxicology issues forwarded by RCEM staff
- At times you may be required to attend other meetings to represent the College
- Collaborate and engage with relevant faculties, institutions, and agencies, to embed toxicology into emergency medicine, (such as Health Education England, NICE, academic institutions).

## Person Specification

**Practical experience and skills:** The role would suit any grade in EM who has a demonstrable interest in toxicological issues.

**How to apply:** To apply for the position please send a single A4 page personal statement to [alison.ives@rcem.ac.uk](mailto:alison.ives@rcem.ac.uk) by **Friday, 8 July 2022**. Ensure your personal statement covers your relevant experience and how you meet the person specification below. Please note that this will be a points-based recruitment based on your personal statement and no formal interview will take place.

Essential	Desirable
<b>Practical experience and skills</b> <ul style="list-style-type: none"><li>• Member/Fellow/nurse/trainee/ACP/SAS/Consultant grade of the College</li><li>• Demonstrable interest in toxicology with appreciation of the 'bigger picture' when addressing patient's health needs</li><li>• Excellent verbal and written communication skills</li><li>• Evidence of continuing personal development</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of toxicological developments in the field of emergency medicine</li><li>• Involvement in toxicological interventions</li><li>• Higher degree in a field relating to toxicology medicine</li><li>• Computer literate: MS Excel, Word</li></ul>
<b>Personal Qualities</b> <ul style="list-style-type: none"><li>• Attention to detail</li><li>• Ability to prioritise and work to tight deadlines</li><li>• Self-motivated and innovative</li><li>• Good interpersonal skills</li><li>• Professional manner and appearance</li><li>• Ability to work independently</li><li>• A commitment to upholding the organisation's values</li></ul>	<ul style="list-style-type: none"><li>• Ability to motivate others to perform to deadlines by using influencing skills.</li></ul>

## **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. For this Committee, we are encouraging consultants. You do not need to be a Fellow to join this Committee.

### **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