



**RCEM**  
Royal College  
of Emergency  
Medicine

Patron: HRH Princess Royal  
Octavia House  
54 Ayres Street, London  
SE1 1EU

Tel +44 (0)20 7404 199  
[rcem@rcem.ac.uk](mailto:rcem@rcem.ac.uk)  
[www.rcem.ac.uk](http://www.rcem.ac.uk)

**2<sup>nd</sup> September 2022**

## Applications sought for members of the Equality, Diversity, and Inclusion (EDI) Committee

The EDI Committee was established in 2021 and is focusing on addressing inequalities and discrimination in the speciality of Emergency Medicine. The Committee has done some work addressing racial inequalities; however, we also have a wider remit in examining inequalities and discrimination across all social groups.

This year we will be working with the College to develop an organisational action plan to submit to the GMC describing the steps the College will take to improve outcomes for IMG and ethnic minority learners in Emergency Medicine.

Equality is a core value of the College, and we take our commitment to addressing all forms of inequality very seriously. Our vision is to be a catalyst and provide support to ensure the speciality of emergency medicine is inclusive, fair, and equal, where all social and cultural groups can develop to their full potential.

The EDI Committee are recruiting for two positions:

- **Co-Chair of the EDI Committee**  
The Co-Chair of the EDI Committee will work with their counterpart to execute the EDI Committee's strategy and workplan. The Co-Chair will be responsible for making sure that each meeting is planned effectively, conducted according to the governing rules and a social code, and that matters are dealt with in an orderly, efficient manner. The Co-Chair must work collaboratively to make the most of all Committee members, building and leading the team.
- **Neurodiversity and/or seen or unseen disability representative**  
The Committee is seeking a member with knowledge and lived experience of a visible or non-visible disability, impairment and/or neurodiversity. The Committee are looking for an individual who has knowledge and understanding of how these characteristics could affect the lives of our members working in the speciality of Emergency Medicine. Experience of advocating on behalf of these groups would be an added bonus.

As a College, we are engaging in critical debates about structural inequalities, and we value the creativity and variety of experiences that a diverse EDI Committee can provide. We are particularly keen to appoint individuals with lived experience of neurodiversity or disability.

If you wish to apply, please set out a brief statement of no more than 500 words as to why you have the experience, knowledge, and skills to be a member of this committee.

**Please note the closing date for applications is 14 October 2022**

**Excellence in Emergency Care**

Incorporated by Royal Charter, 2008 • Registered Charity number 1122689

## **Equity, Diversity and Inclusion Committee –Co-Chair– Role Profile**

Reports to: President & CEO

Responsible to: Council

Key working relationships: Chief Executive, Officers of the College, RCEM Committees, RCEM staff.

Grade: Honorary post

### **Responsibilities**

The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the governing rules and a social code, and that matters are dealt with in an orderly, efficient manner. The Chairperson must make the most of all their Group members, building and leading the team.

The aim will be to lead the Committee to:

1. Provide leadership to the EDI Committee to deliver campaign events, actions and other projects that aim to mitigate bias in emergency medicine.
2. Contribute to the development of College policies, CPD, and respond to requests for comments from Council, Board and Committees, ensuring the College considers the experiences of social groups with protected characteristics as outlined by the Equality Act 2010.
3. Develop a programme of events/activities in partnership with the CPD and Conference Committee aimed at supporting members who belong to minority groups and raising awareness of intersectional inequalities and promoting solutions to mitigate this.

### **Appointment**

Appointment is through self-nomination. Applicants are required to outline, in no more than 500 words, their suitability for the role. Selection will be based on applications, reviewed by the Chief Executive supported by Officers of the College.

### **Place of work**

In 2023, there will be one in person meeting of the EDI Committee and the remaining meetings will take place remotely.

### **Hours of work**

It is estimated that this post will require 0.5 PA per week in addition to:

- Up to 4 EDI meetings (3-4 hours each) and convening for additional meetings if necessary. Members are encouraged to join meetings through teleconference.
- This EDI will be a productive, working committee and members will be expected to take ownership of work-streams, as agreed by the Group
- Anyone wishing to stand for the post will need to discuss this issue with their clinical colleagues and employers. NHS Trusts and Foundation Trusts are reminded that the NHS allows such special leave as it is in the interests of the NHS.

### **Remuneration and expenses**

The post is honorary. Reasonable expenses for travel and subsistence will be payable on production of receipts and vouchers. As with all travel on College business, sub-committee members will be expected to travel in accordance with the College policy.

### **Chairperson Specification**

Member or Fellow of the College in good standing.

The Chairperson must take an interest in and have some working knowledge of structural determinants of inequalities, how they relate to the NHS and the speciality of emergency medicine, and manifest on an individual level. The Chairperson must also have a good working

knowledge of structural inequalities to devise solutions to support minoritized groups in the specialty.

**Experience of:**

- Providing moral and ethical leadership and motivating others to be involved in the EDI Committee's initiatives.
- Experience of allyship and advocacy, or participation in a campaigning or voluntary group.
- Project work experience including ability to demonstrate having led a project from start to finish.

**Skills set to include:**

- A passion for addressing inequalities in the NHS
- Awareness of own limitations of knowledge and blind spots and a willingness to further learn about different forms of discrimination
- Ability to chair meetings and influence key stakeholders.
- Ability to inspire, support and communicate with a diverse range of people including peer-to-peer engagement, public speaking and listening skills.

## **Equality, Diversity and Inclusion Committee – Neurodiversity and/or seen or unseen disability representative – Role Profile**

Reports to: Co-chairs of the Equality, Diversity and Inclusion Committee

Responsible to: Council

Key working relationships: Chief Executive, Officers of the College, RCEM Committees, RCEM Quality and Policy Teams.

Grade: Honorary post

### **Responsibilities**

The Members of the EDI committee are responsible for contributing the work of the committee. They will attend meetings, contributing ideas, experience and to projects, as well as also representing the views of the committee to other stakeholders.

The aim will be for the committee to:

- Increase awareness of issues surrounding intersectional equality, diversity and representation within the College.
- Foster and facilitate a culture of open communication about equality, diversity, and inclusion issues.
- Construct solutions to mitigate the negative consequences of conscious and unconscious bias amongst staff, workforce and patients.
- Develop and implement strategies to promote wellness, career sustainment, and career progression of minority groups.
- Provide guidance and ensure that College processes are inclusionary, equitable and diverse.
- Contribute to the development of College policies, ensuring they represent all voices; undertake policy and communications work to raise awareness of disparities.
- Consider the diverse patient perspective, taking into account disparities that contribute to health inequalities.
- Respond to requests for comments from Council, its Boards and Committees.

### **Appointment**

Appointment is through self-nomination. Applicants are required to outline, in no more than 500 words, their suitability for the role. Selection will be based on strength of application and reviewed by the Co-Chairs of the Committee and the Chief Executive of the College.

### **Place of work**

In 2023, there will be one in person meeting of the EDI Committee and the remaining meetings will take place remotely.

### **Hours of work**

It is estimated that this post will require 0.5 PA per week in addition to:

- Up to 4 EDI meetings (3-4 hours each) and convening for additional meetings if necessary. Members are encouraged to join meetings through teleconference.
- This EDI will be a productive, working committee and members will be expected to take ownership of work-streams, as agreed by the committee
- Anyone wishing to stand for the post will need to discuss this issue with their clinical colleagues and employers. NHS Trusts and Foundation Trusts are reminded that the NHS allows such special leave as it is in the interests of the NHS.

### **Remuneration and expenses**

The post is honorary. Reasonable expenses for travel and subsistence will

be payable on production of receipts and vouchers. As with all travel on College business, sub-committee members will be expected to travel in accordance with the College policy.

### **Member Specification**

Member or Fellow of the College in good standing.

Members have knowledge and lived experience of a visible or non-visible disability, impairment and/or neurodiversity. They should have some working knowledge of structural determinants of inequalities, how they relate to the NHS and the specialty of emergency medicine, and manifest on an individual level. Members must also have a good working knowledge of structural inequalities to devise solutions to support minoritized groups in the specialty.

Experience of:

- Experience of allyship and advocacy, or participation in a campaigning or voluntary group.
- Project work experience including ability to demonstrate having led a project from start to finish.

Skills set to include:

- A passion for addressing inequalities in the NHS
- Awareness of own limitations of knowledge and blind spots and a willingness to further learn about different forms of discrimination
- Ability to influence key stakeholders.
- Ability to inspire, support and communicate with a diverse range of people including peer-to-peer engagement, public speaking and listening skills.

# Terms of Reference: Equity Diversity & Inclusivity Committee

This Committee shall report directly to Council.

## Objectives and Remit

- Increase awareness of issues surrounding intersectional equality, diversity and representation within the College and the specialty.
- Foster and facilitate a culture of open communication about equality, diversity, and inclusion issues.
- Construct solutions to mitigate the negative consequences of conscious and unconscious bias amongst staff, workforce and patients.
- Develop and implement strategies to promote wellness, career sustainment, and career progression of minority groups.
- Provide guidance and ensure that College processes are inclusionary, equitable and diverse.
- Contribute to the development of College policies, ensuring they represent all voices; undertake policy and communications work to raise awareness of disparities.
- Consider the diverse patient perspective, taking into account disparities that contribute to health inequalities.
- Respond to requests for comments from Council, its Boards and Committees.

## Membership

The EDI Committee will consist of:

- VP membership
- Chair
- EMTA rep
- EMSAS rep
- ACP Forum rep
- Member (appointed)
- Fellow (appointed)
- Lay Committee Member
- Membership will also include 4 appointed members
- Chief Executive and Director of Education;
- Additional co-opted members to add subject expertise

The Chair will be appointed by a process of an interview as described in the standing instructions governing Committees of this College and will be subject to Executive Committee endorsement.

Where possible the membership should be as diverse as possible and also aim to ensure that there is good regional representation from across the UK. Furthermore, membership should aim to reflect a breadth of lived experience, representing a variety of marginalised groups to ensure that the committee embodies the very ethos it sets out to achieve.

The Committee is authorised to co-opt additional members to add expertise subject to budget constraints.

As its work plan develops the Committee is encouraged to propose to Council that additional working groups on specific relevant projects are established.

## Meetings

Meetings will take place on a quarterly basis. If members are unable to attend, they should be encouraged to join the meeting by teleconferencing.

**Quorum**

The quorum shall be four members, at least one of which should be a Fellow of the College.