

Annex A – Terms of Reference for the Clinical Leadership and Service Design Committee

This Clinical Leadership and Service Design Committee reports directly to Council and sits in the Quality Cluster of College Committees. It has the following terms of reference.

Remit

The Clinical Leadership and Service Design Committee, situated within the Quality Cluster of Committees, plays a pivotal role in advising the College on Clinical Leadership and Emergency Department Service Design and Delivery. The committee aims to collaborate with other relevant College Committees and formulate College guidance on these subjects for broader dissemination and Council approval. The remit includes:

- **Emergency Department Workforce Planning and Management:** Providing expert advice around the workforce, including Consultants, SAS doctors and post graduate doctors in training, Advanced Clinical Practitioners, Physicians Associates, and nurses. This encompasses, for example, job planning, job design, team design, rota design, defining competence and capability requirements, people development, recruitment, and retention. Issues around sustainable working will be picked up by, or with, the Sustainable Working Practices Committee.
- **Emergency Department Design:** Developing recommendations and offering expertise to optimise the physical design, equipment requirements, and functionality of Emergency Departments.
- **Service Design and Delivery:** Evaluating and enhancing processes within Emergency Departments, aiming to deliver quality standards throughout the patient journey through the Emergency Department. This will include interfaces with other specialties.
- **Emergency Medicine System Design and Integration:** Contributing to the enhancement of the wider Urgent and Emergency Care System through strategic planning of the emergency medicine service and provision of practical guidance, acknowledging regional variations in service provisions.

The committee's output will be geared towards our membership and those involved in designing, commissioning, leading and delivering emergency medicine systems, at strategic, operational and tactical levels.

To include no more than 14 people in total:

- Chair: RCEM Fellow
- Vice President
- Experienced clinical leaders with relevant expertise drawn from across the UK and Northern Ireland
- Nursing representative
- ACP representative (nominated by ACP Forum)
- Trainee representative (nominated by EMTA)
- SAS representative (nominated by EMSAS)
- Lay representative

Committee secretarial services are provided by the Quality Team.

Meetings:

The Committee intends to meet four times a year normally by video conference call, although face to face meetings will be convened maximally once a year, if required

Individual responsibilities

Individuals who are appointed to the committee have a personal responsibility. They will be expected to be an ambassador for the service design and configuration work of the Royal College, supporting, explaining and reinforcing the Royal College strategy.

Fellows and members may apply to be a member of the committee.

Annex B - Chair of the Clinical Leadership and Service Design Committee Role Profile & Person Specification

Position Overview:

The Committee Chair for the Clinical Leadership and Service Design Committee plays a vital role in providing strategic leadership and guidance to the committee. Reporting directly to the Vice President who oversees the Quality Cluster of College Committees, the Chair will lead discussions and decision-making processes related to Clinical Leadership, Emergency Department Service Design, and Delivery of Emergency Medicine.

Key Responsibilities:

Leadership and Direction: Provide visionary leadership to steer the committee in fulfilling its remit.

Ensure alignment with the College's overall strategy and objectives.

Committee Oversight: Facilitate effective committee meetings, ensuring comprehensive discussions on relevant topics. Encourage collaboration among committee members and leverage their diverse expertise.

Advisory Role: Act as a key advisor, offering insights and recommendations on Clinical Leadership and Service Design matters.

Strategic Planning: Contribute to the development of College guidance on Emergency Department workforce, physical design and equipment, service and system design and integration with other services.

Representation: Represent the committee at relevant College functions and engagements.

Engage with external stakeholders to enhance the committee's impact.

Member Engagement: Foster a collaborative environment, ensuring active participation and contribution from all committee members.

Person Specification:

Essential Criteria:

RCEM Fellow: Hold the status of RCEM Fellow in good standing with the College, demonstrating a significant commitment to the field.

RCEM Member

Leadership Skills: Proven leadership experience, preferably in a healthcare or emergency medicine setting.

Strategic Thinker: Ability to think strategically and contribute to the development of College guidance.

Collaborative Approach: Strong interpersonal and communication skills to foster collaboration among committee members.

Expertise: Demonstrable expertise in Clinical Leadership and Emergency Department Service Design and Delivery.

Advocacy and Representation: Experience in effectively representing committees or organizations in external forums.

Desirable Criteria:

Experience in Committee Leadership: Previous experience in chairing committees, preferably within a healthcare or medical context.

Understanding of Regional Variations: Knowledge of regional variations in healthcare systems, particularly in the UK and Northern Ireland.

Engagement with Stakeholders: Experience engaging with stakeholders such as government bodies, healthcare organisations, and professional associations.

Other information

Meeting Frequency:

The Committee Chair is expected to lead three-four meetings per year, primarily conducted through video conference calls.

The Committee Chair also sits on RCEM Council

Individual Responsibilities:

Committee Chair responsibilities include acting as an ambassador for the Royal College's service design and configuration work, supporting, explaining, and reinforcing the Royal College strategy.

Application Process:

Interested Fellows and members of the Royal College are invited to apply by submitting a cover letter and detailed CV to Emily Lesnik Quality Manager at quality@rcem.ac.uk by **5pm on 11th March 2024**. The cover letter should maximum 250 words, describing why you are interested, and what you will bring to the role in terms of expertise or experience.

This Role Profile and Person Specification aim to outline the key responsibilities and criteria for the Committee Chair position, ensuring alignment with the committee's objectives and the overall mission of the Royal College.

Annex C – Clinical Leadership and Service Design Committee Member Role Profile and Person specification

Position Overview:

As a Committee Member of the Clinical Leadership and Service Design Committee, you will play an essential role in providing expertise, insights, and collaborative contributions to the committee's discussions and decisions. Reporting to the Committee Chair, you will contribute to the development of College guidance on Clinical Leadership, Emergency Department Service Design, and Delivery.

Key Responsibilities:

Expert Contribution: Provide expert advice and insights in areas such as Emergency Department workforce, physical design and equipment, service and system design and integration with other services.

Collaborative Engagement: Actively participate in committee meetings, sharing knowledge and experiences to contribute to comprehensive discussions.

Guidance Development: Contribute to the formulation of College guidance on relevant subjects for broader dissemination and Council approval.

Stakeholder Collaboration: Collaborate with other relevant College Committees and external stakeholders to ensure a holistic approach to Clinical Leadership and Service Design.

Representation: Represent the committee at College functions and, when required, engage with external stakeholders to enhance the committee's impact.

Committee Advocacy: Support the Committee Chair in advocating for the service design and configuration work of the Royal College.

Person Specification:

Essential Criteria:

Clinical Leadership Expertise: Possess expertise in Clinical Leadership, Emergency Department Service Design, or a related field.

RCEM Member

Professional Experience: Hold a professional qualification in a relevant healthcare or medical discipline.

Collaborative Approach: Strong interpersonal skills and ability to work collaboratively within a diverse committee.

Committee Engagement: Ability to actively engage in committee meetings and contribute constructively to discussions.

Advocacy: A commitment to acting as an ambassador for the Royal College, supporting and reinforcing its strategic objectives.

Desirable Criteria:

Committee Experience: Previous experience as a committee member, particularly in healthcare or medical contexts.

Regional Knowledge: Understanding of regional variations in healthcare systems, particularly in the UK and Northern Ireland.

Stakeholder Engagement: Experience in engaging with stakeholders, such as healthcare organizations, government bodies, or professional associations.

Meeting Frequency: Committee members are expected to attend three-four meetings per year, conducted primarily through video conference calls.

Individual Responsibilities:

Committee members have a personal responsibility to actively contribute to the committee's objectives and collaborate with fellow members to achieve the committee's mission.

Application Process:

Interested Fellows and members of the Royal College are invited to apply by submitting a cover letter and detailed CV to Emily Lesnik Quality Manager at quality@rcem.ac.uk by **5pm on 11th March 2024**. The cover letter should maximum 250 words, describing why you are interested, and what you will bring to the role in terms of expertise or experience.

This Role Profile and Person Specification aim to outline the key responsibilities and criteria for Committee Members, ensuring alignment with the committee's objectives and the overall mission of the Royal College.