

ACP Credentialing Sub-Committee Member – Role Description (RCEM Fellow)

Role title:	ACP Credentialing Sub-Committee member
Reports to:	Chair of ACP Credentialing Sub-Committee
Responsible to:	Training Standards Committee
Key working relationships:	RCEM Director of Education, RCEM committees, ACP Forum, Officers of the College, medical colleges and professional bodies

ACP Credentialing Sub-Committee

The ACP Credentialing Sub-Committee is a sub-committee of the Training Standards Committee. Its purpose is to develop, plan, evaluate and quality assure the credentialing of Emergency Medicine Advanced Clinical Practitioners (EM-ACPs), ensuring engagement with relevant stakeholders.

It is the responsibility of the ACP Credentialing Sub-Committee to:

- review and maintain the EM-ACP curriculum;
- review, maintain, develop and quality assure the EM-ACP assessment structure and credentialing process;
- develop and maintain EM-ACP protocols, guidelines and other documentation as necessary;
- ensure IT mechanisms supporting the credentialing process, such as the ePortfolio platform, are fit for purpose;
- identify and liaise with other relevant stakeholders and devise mechanisms to engage with these individuals/groups;
- respond to external requests for curriculum changes or advice;
- provide information as required for the Training Standards Committee or Council.

Member responsibilities:

As a member of the ACP Credentialing Sub-Committee, you will be expected to:

- bring your experience of working with ACPs in emergency departments across all areas of the department with adults and/or children;
- demonstrate a commitment to promoting and maintaining the standard of ACP credentialing;
- be committed to ensuring the EM-ACP workforce is supported and developed through the process of credentialing in tune with patient and specialty needs across the four nations;
- bring a sound understanding of educational principles and training opportunities in emergency departments;
- work with others to ensure the objectives of the sub-committee are delivered, including contributing to workstreams between meetings;
- engage with external stakeholders to ensure the credentialing process is fit for purpose for the modern NHS;

- understand, analyse and support decision-making based on information on performance and outcomes from the ACP Credentialing Panel, including Panel membership, supervisor performance and training, and credentialing outcomes;

Members of the ACP Credentialing Sub-Committee will also be expected to become members of the ACP Credentialing Panel. The Panel is responsible for reviewing the portfolios of evidence presented for credentialing submissions and awarding an outcome. Members will be expected to contribute to a minimum of one ACP credentialing opportunity per year during the term of their membership.

Appointment:

Applicants are required to outline, in no more than 500 words, their suitability for the role. Selection will be made by the Chair of the ACP Credentialing Sub-Committee and RCEM Director of Education (or nominated deputies) and will be based on the strength of the application and, if necessary, interview. If applications are received from multiple appointable RCEM Fellows, applicants from regions currently under-represented on the Sub-Committee will be prioritised. Appointments will be subject to ratification by the ACP Credentialing Sub-Committee.

Place of work:

It is anticipated that we will utilise video conferencing and other media to reduce the need for travel and so we expect that duties will be primarily conducted from your normal place of work, although meetings may occasionally be held in person at Octavia House, London.

Time commitment:

ACP Credentialing Sub-Committee members will be required to commit for a minimum term of 3 years. Anyone wishing to apply should discuss the anticipated time commitment with their clinical colleagues and employers.

This work is considered to be professional supporting activity and should be job-planned.

- **ACP Credentialing Sub-Committee:** the Sub-Committee meets up to four times a year with members expected to attend a minimum of 75% of meetings per year. In addition to meetings, members will be expected to spend an average of 2 hours per month on sub-committee workstreams.
- **ACP Credentialing Panel:** members will be expected to contribute to either the Spring or Autumn credentialing opportunity each year for the duration of their membership. Review of evidence should take no more than 8-10 hours per ACP applicant with additional time required to discuss submissions. Attendance at a one-day Panel meeting to confirm and ratify credentialing outcomes will also be required.

Remuneration and expenses:

The role 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 College policy.

Person specification:

This role would suit EM Fellows who are committed to ensuring the EM-ACP workforce is supported and developed through the process of credentialing consistent with patient and specialty needs across the four nations.

Criteria (RCEM Fellows)	Essential	Desirable
Fellow of RCEM in good standing	☑	
On the GMC specialist register for Emergency Medicine with a licence to practice and no limitations on practice	☑	
On the GMC specialist register with PEM sub-specialty accreditation, or can demonstrate equivalence		☑
Consultant EM Physician in a substantive post within a UK Emergency Department	☑	
GMC recognised trainer	☑	
Experience in an educational leadership role such as Trust/Departmental ACP Training Lead or Credentialing Lead		☑
RCEM trained ACP Educational Supervisor	☑	
Supervised an ACP who has successfully credentialed	☑	
Current ACP Educational or Clinical Supervisor	☑	
Member of the ACP Credentialing Panel		☑
Up-to-date equality and diversity training	☑	