



RCEM
Royal College
of Emergency
Medicine

Patron: HRH Princess Royal
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Role Profile:	Portfolio (CESR) Faculty Lead
Reports to:	Training Standards Committee
Key working relationships:	Portfolio (CESR) Officers, Heads of Schools, Regional Advisers, Academic Regional Advisers, Education and Training Division, other members of the portfolio (CESR) Faculty, GMC

The CESR/Portfolio Faculty Lead is responsible for developing and reviewing the Portfolio pathway development workstreams for the College. They will support the assessors in the portfolio processes for all types of CESR applications.

Responsibilities:

- To support the completion of assessments from the GMC, stepping in when no other assessors are available.
- To be an independent adjudicator for assessors who are having trouble concluding on an assessment.
- To support the running of events, inclusive of (but not limited to) CESR Applicants training day, CESR assessors training day, Regional CESR days and CESR leads/supervisors' days.
- To lead developments in the potential alternative pathways work/GMC enhancements alongside RCEM.
- To attend and update the TSC meetings.
- To attend relevant GMC / AoMRC meetings in relation to CESR/Portfolio pathways
- To support the College team in responding to queries about the CESR/portfolio process/clinical content.
- Maintain good communication with the faculty, regularly engaging with the assessors and reinforcing College requests.

CESR Sub-Committee Responsibilities

- Chair quarterly (or when held) meetings of the CESR Sub-Committee.
- Oversee the overall running of the business of the CESR Sub-Committee as outlined in the Terms of Reference;
- Oversee the overall running of the business of the CESR Sub-Committee.
- Oversee the recruitment and selection of CESR Sub-Committee and faculty members.
- Lead the development, maintenance and quality assurance of the CESR pathways and assessments.
- Lead the development of the new pathway protocols, guidelines and other documentation as necessary;
- Identify and liaise with other relevant stakeholders, including the CESR Faculty, CESR Leads, other Royal Colleges, Faculties and regulatory bodies where required.

Excellence in Emergency Care

Incorporated by Royal Charter, 2008
Registered Charity Number: 1122689

VAT Reg. No: 173205823
Scottish Charity Number: SC044373

- Lead the response to external requests for curriculum changes or advice.
- Provide information as required for the Training Standards Committee, Academic Cluster and Council.
- Provide regular reports on CESR to relevant College committees.
- Respond to relevant correspondence in cooperation with the Dean, RCEM Director of Education and RCEM Head of Training.
- In conjunction with the Dean, RCEM Director of Education and RCEM Head of Training, ensure equal opportunities are respected in all matters concerning the CESR.
- To develop and maintain CESR processes and protocols across all standards and pathways.
- To liaise with other Royal Colleges, Faculties, and Intercollegiate groups as appropriate in relation to CESR activity
- To ensure that the EPortfolio and IT mechanisms that support the CESR processes are fit for purpose and offer an excellent user experience for both candidates and accessors.
- To integrate curriculum developments with existing CESR processes and guidance
- To provide regular reports on the health of CESR progress to relevant College committees
- To develop and maintain CESR guidelines and supporting communication.
- To respond to external request and GMC regulations

APPOINTMENT

- Eligibility: Those who are Heads of Schools / Heads of Training for EM in a school structure or devolved Nation or TSC members or past TSC members who have served as Head of School or equivalent are eligible for appointment
- Appointment is through self-nomination and formal interview by Chair of TSC, Dean and two other Heads of School (one from devolved nation)

PLACE OF WORK

- Duties will be primarily conducted in London and normal place of work much of the work will be by video conference, telephone and email.

HOURS OF WORK

- It is estimated that this post will require 0.5 PA per week in addition to:
 - 4 TSC meetings (1 day each) per year.
 - 3 CESR Applicant training days per year
 - At least one CESR leads/Supervisors Day per year.
 - At least 2 CESR Assessor training days per year (more/less days, subject to requirements).
- 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 specialty.

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, the CESR/Portfolio Faculty chair will be expected to travel in accordance with the College policy.

Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
Fellow of RCEM in good standing	√	
On the GMC Specialist Register for Emergency Medicine	√	
Consultant Emergency Physician in a current substantive post in UK or Republic of Ireland for at least three years	√	
Experience in an educational leadership role such as Head of School or equivalence	√	
Experience of CESR/completing CESR evaluations	√	
Understanding of GMC regulatory requirements	√	
Up to date Equality and Diversity training	√	
IT skills (proficient in Word and Excel)	√	
Experience of chairing committees		√
Experience in examining in College exams		√

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