

## **RCEM Quality Improvement Programme (QIP) Prioritising Patient Pain – Topic Team Lead Honorary post**

**The College is looking for new members with experience in Quality Improvement in Emergency Medicine and a keen interest in pain management in the Emergency Department to lead the Prioritising Patient Pain (PPP) QIP Topic Team.**

**Accountable to:** The Quality Assurance and Improvement Committee Co-Chairs

**Key working relationships:** The topic team is part of the RCEM Quality Assurance and Improvement Committee (QA&I). This is directed by the RCEM Quality in Emergency Care Committee (QECC), which also undertakes guidance development and safety work relating to emergency medicine. The role will also work closely with other EM specialists and the RCEM Quality Team.

**Topic Team Lead remit:**

1. To lead the topic team in progressing the developing clinical standards and National Quality Improvement Programme (QIPs) tools for measuring and improving the quality of care delivered by the speciality of Emergency Medicine
2. To lead the topic team in producing an annual report on the performance of EM departments.
3. To run the national QIP programme of the college and lead the development of reports of the individual and comparative results for participating departments.
4. To advise the NHS, NICE, DOH, CQC, the Royal Colleges, and other national bodies who have an interest in the quality of care in emergency departments.
5. To support participants throughout the running of the QIP by answering clinical queries about the QIP.

### What can you expect from us?

- The chance to identify and improve key areas of EM practice with your choice of topics to be involved in each year.
- Co-authorship of at least one national report per year
- Evidence of participation for your appraisal
- Meet and work with EM staff with similar values from across the UK.
- Opportunities to get involved in EM study days, presentations and represent RCEM at stakeholder events.
- To work closely with the RCEM QIPs to raise the overall quality of care in emergency medicine.
- Support and guidance in the role from the RCEM Quality Team and the QA&I chairs.
- 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).

### What can we expect from you?

- To chair monthly topic team meetings and progress objectives of the Topic Team. **Including a mandatory in-person meeting taking place in January 2025 at the RCEM office in London.**
- To work and lead on progressing report drafts, recommendations, standards, and data interpretation
- Passion for improving quality at a national level.
- Work collaboratively with the committee to develop measurable standards.
- Help develop and test the QIP tools.
- Attend monthly QA&I risk register meetings.
- Work with the committee to improve the quality of care in emergency departments.
- Attend at least one full QECC meeting per year.
- At times, you may be asked to attend other meetings to represent the RCEM.
- This role will be for three years, potentially renewable for a further three years.

### What time commitment is expected for this role?

One-two days per month for meetings and working on documents, including:

- Attendance at quarterly steering group and development QA&I meetings
- **Attend Topic Team monthly meetings- These will be recurring meetings taking place every month.**
  - Contribution to monthly topic team meetings is 1 hours a month (chaired by the topic team lead)
- Contribution to standards development, report writing, testing the portal, and giving feedback and recommendations on the QIP data in between meetings over email (max half day per month)
- Attend QA&I risk register meetings once a month (02:30 hours)

➤ Interested in discussing more about this role? If you would like to speak to one of the Committee Co-Chairs, Dale or Fiona, please contact Lucas at [lucas.dalla-vecchia@rcem.ac.uk](mailto:lucas.dalla-vecchia@rcem.ac.uk) so a meeting can be arranged

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## Person Specification

The role would suit a current Emergency Medicine clinician with a demonstrable interest in a leadership position in Quality Improvement, specifically **improving Analgesia Delivery Times in the Emergency.**

Essential	Desirable
<p><b>Practical experience and skills</b></p> <ul style="list-style-type: none"> <li>• Leadership skills and ability to delegate tasks.</li> <li>• Ability to motivate others to perform to deadlines by using influencing skills.</li> <li>• Experience in managing different perspectives to find agreeable solutions.</li> <li>• Demonstratable interest in Quality Assurance and Improvement</li> <li>• Demonstratable interest in improving Analgesia Delivery Times in the Emergency</li> <li>• Excellent verbal and written communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Record of successful experience in quality work</li> <li>• Excellent knowledge of developments in the emergency medicine field</li> <li>• Evidence of continuing personal development</li> <li>• Computer literate: excel, word</li> <li>• Data science, analytical, or visualisation skills</li> <li>• Graphic design or other artistic skills utilised to support communications</li> <li>• Coding, e.g. Python (Matplotlib), R, or other</li> <li>• Blogging, storytelling, social media</li> </ul>
<p><b>Personal Qualities</b></p> <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>• Evidence of ability to mobilise groups and networks</li> </ul>

**How to apply:** Please submit a CV and personal statement (max 250 words) outlining why you should be the lead of the PPP QIP to Lucas Dalla-Vecchia (Senior Quality Officer at RCEM) [lucas.dalla-vecchia@rcem.ac.uk](mailto:lucas.dalla-vecchia@rcem.ac.uk) by **17:00** on **6th December 2024**.

Ensure your personal statement covers your relevant experience and how you meet the person's specification.

## **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 members, 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 Colleges 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, and 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 submit a CV and write a 250-word 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 is currently working mostly 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 usual place of work or the comfort of your own home. Committee meetings take place 4 times per year on average, and we have two meetings per month. These are for 2 hours per meeting.

### **Will my expenses be covered if there are in-person meetings?**

Travel expenses and, if applicable, hotel accommodation will be covered as per our Expenses Policy. RCEM staff members can provide more information about this for you.

### **Who can apply to the committee member positions?**

For the committee member roles, we welcome applications from any college member. We encourage all members to apply, regardless of how experienced you are, what kind of member you are, or how long you have been a member.

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### **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, support is often 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 approaching your Trust please let us know.

### **Will I have any support from the College?**

Absolutely! The RCEM is always here to support you in the role and with all responsibilities and duties you may have. We will introduce you to the rest of the committee members and the current work that the committee is doing. We take responsibility for organising meetings and providing guidance with report writing and press coverage. We want to ensure that you can carry out the role to the best of your abilities and ,therefore we are 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.** Please contact Lucas Dalla Vecchia (Senior Quality Officer at RCEM) [lucas.dalla-vecchia@rcem.ac.uk](mailto:lucas.dalla-vecchia@rcem.ac.uk)