



RCEM
Royal College
of Emergency
Medicine

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RCEM Quality Assurance and Improvement Committee Co-chair x1 (Honorary Post)

The College is looking for a Co-Chair to join the Quality Assurance and Improvement (QA&I) Committee.

Job Description

Accountable to: Quality Cluster Lead, RCEM Council, RCEM Quality in Emergency Care Committee Chair and the RCEM Quality Manager.

Key working relationships: The Chair will work closely with the QA and I Co-Chair, the Quality Cluster Chair (RCEM Vice President), RCEM Council and RCEM Quality in Emergency Care Committee Chair. The role will also involve working closely with the RCEM Quality Manager and Team.

Role Purpose: As a Chair, your primary role will be to lead the development and implementation of clinical standards and QI tools aimed at enhancing the quality of care in Emergency Medicine. A fundamental part of the role is the managing the national Quality Improvement Programme (QIP), developing quality improvement initiatives and providing expert advice to key healthcare bodies. The role also involves maintaining relevant sections of the Royal College website and ensuring effective communication and collaboration with various stakeholders.

This role will be for three years, and is a Co-Chair role, potentially renewable for a further three years if applied for a second term.

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).

Role responsibilities: In this role you will be expected to:

- Attend three committee meetings via video conference per year with one in-person meeting.
- Chair fortnightly risk register meetings
- Work with the committee to deliver its objectives
- Represent the College at meetings of external organisations or work with committee member(s) for them represent the College
- Chair Committee teleconferences, coordinate QA and I Chair e-mail traffic or face-to-face meetings as necessary
- Co-ordinate the development of clinical standards and audit tools for the speciality
- Supervise the national QI programme
- Provide verbal and written reports to the Quality in Emergency Care Committee

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- Regular communication with Chair of Quality in Emergency Care Committee and committee administrator
- Liaise with DOH, HCC and other relevant Royal Colleges
- Adhere to the RCEM Code of conduct
- Support and guide the QIP topic teams
- Work with the QI fellow

Committee remit:

- To develop clinical standards and improvement tools for measuring and improving the quality of care delivered by the speciality of Emergency Medicine
- To run the national quality improvement (QIP) programme of the Royal College and send the National report, as well as reports of the individual and comparative results to participating departments
- 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
- To develop and maintain the RCEM Standards, Clinical Audit, and Quality Improvement sections of the Royal College website

What can you expect from us?

- The chance to:
 - Influence Emergency Medicine policy and produce cutting edge new guidance
 - Meet and collaborate with new consultants / Emergency Medicine staff with similar values, as well as multi-disciplinary colleagues in national pre-hospital care
 - Become involved in the development of Emergency Medicine study days and presentations
 - Represent RCEM at stakeholder events
- Support and guidance in the role from the RCEM Quality Team and cluster chair

What can we expect from you?

- Attend all Quality Assurance and Improvement Committee meetings (formal quarterly meetings with ad-hoc additional meetings as required. One of the quarterly meetings per annum can be face to face)
- To support the QIP topic teams where required
- Make decisions on behalf of the Committee and escalate any concerns to the QECC Chair or cluster lead
- Attend quarterly QECC meetings at RCEM
- Attend / nominate attendance at other meetings to represent the College
- Draft a biannual Committee work plan and report for RCEM Council

How to apply: To apply for the position please send a single A4 page personal statement to Emily Lesnik by emailing quality@rcem.ac.uk. Please ensure your personal statement covers your relevant experience and how you meet the person specification below. The deadline for applications is **10am on Tuesday 3rd December 2024**.

Interviews will be conducted by the Quality in Emergency Care Committee Chair and the Quality Manager. Please note that interviews are likely to be carried out via video conference.

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Person Specification

This role would suit a current Consultant in emergency medicine with a demonstrable interest and expertise in standards and audit, data analysis and management skills to improve healthcare.

Essential	Desirable
Practical Experience and Skills	
<ul style="list-style-type: none"> • Current Consultant in Emergency Medicine, working in emergency medicine • Excellent verbal and written communication skills • Knowledge of Quality Improvement methods and techniques • Familiarity with data analysis • Experience in chairing committees or special interest groups 	<ul style="list-style-type: none"> • Demonstrable interest in big data and performance improvement • Excellent knowledge of developments in the emergency medicine field • Evidence of continuing personal development • Publications in Quality Improvement
Personal Qualities	
<ul style="list-style-type: none"> • Demonstrable interest and expertise in standards and audit • Attention to detail • Ability to multi-task and prioritise • Self-motivated and innovative • Ability to motivate others • Good interpersonal skills • A commitment to upholding the organisation's values 	

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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 are 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. They will take up a morning or afternoon.

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.

Do you have any questions that have not been covered? Get in touch with us! We would be very happy to talk to you. Email the Quality Team - Quality@rcem.ac.uk

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