



**RCEM**  
Royal College  
of Emergency  
Medicine

Patron: HRH Princess Royal  
Octavia House  
54 Ayres Street, London  
SE1 1EU

Tel +44 (0)20 7404 1999  
[rcem@rcem.ac.uk](mailto:rcem@rcem.ac.uk)  
[www.rcem.ac.uk](http://www.rcem.ac.uk)

## RCEM Quality in Emergency Care Committee Chair (Honorary Post)

The Royal College of Emergency Medicine (RCEM) is looking to recruit an outstanding Chairperson to lead the Quality in Emergency Care Committee (QECC). This post will include membership of the Quality in Emergency Care Committee.

### Job Description

**Accountable to:** RCEM Council and RCEM Head of Quality Cluster/VP

**Key working relationships:** The Chair will work closely with the Chairs of 10 Sub-committees, Special Interest Groups and Professional Advisory Groups. The Chair will be appointed to the RCEM Executive Committee and RCEM Council and is expected to attend meetings. The Chair will also work closely with the RCEM Quality Manager and other staff in the Quality Team.

**Role purpose:** The Quality in Emergency Care Committee is a key strategic part of RCEM. The Chair will chair committee meetings, coordinate the work of 10 Sub-committees, Special Interest Groups and Professional Advisory Groups to ensure the College is appropriately represented on national bodies that relate to quality of care.

You will have oversight responsibility for 10 Sub-committees, Special Interest Groups (SIGs) and Professional Advisory Groups (PAGs):

- Best Practice Sub-committee
  - Older People in Emergency Medicine SIG
  - Public Health SIG
  - Toxicology SIG
- Emergency Preparedness, Resilience and Response PAG
- Mental Health Sub-committee
- Paediatric Emergency Care PAG
- Pre-hospital Emergency Care PAG
- Quality Assurance and Improvement Sub-committee
- Safer Care Sub-committee

This role will be for three years, potentially renewable for a further three years if applied for a second term.

### ***Excellence in Emergency Care***

Incorporated by Royal Charter, 2008  
Registered Charity Number: 1122689

VAT Reg. No: 173205823  
Scottish Charity Number: SC044373

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 and chair four committee meetings a year, 3 virtual and 1 in-person in London Bridge and at times attend other meetings to represent the College. Two of the annual meetings will be “full” meetings, to which all members of the Committee and Sub-committees are invited. The other two meetings will be business meetings of the main Committee and Sub-committee Chairs only. Other business will be conducted by tele-conferencing and e-mail.

Executive Committee and Council members are expected to attend or dial into approximately monthly London-based meetings (dates provided on request).

**Committee remit:**

- To develop and review Evidence Based Guidelines for the speciality of Emergency Medicine
- To develop Consensus Best Practice Statements/ Endorsements for the speciality of Emergency Medicine
- To set and monitor standards of Clinical Care, Best Practice and Clinical Procedures in Emergency Departments
- To develop and disseminate patient safety strategies for the speciality of Emergency Medicine
- To develop and maintain the Quality section 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 Quality Cluster lead.

**What can we expect from you?**

- Attend and chair all Quality in Emergency Care Committee meetings (formal quarterly meetings with ad-hoc additional meetings as required. One of the quarterly meetings per annum can be face to face)
- Make decisions on behalf of the Committee and escalate any concerns to council or the VP cluster lead
- Attend / nominate attendance at other meetings to represent the College (including JRCALC, NASMED, AACE, FPHC, IBTPHEM)
- Draft an annual Committee work plan and bi-annual report for RCEM Council
- To draft the RCEM annual report

***Excellence in Emergency Care***

Incorporated by Royal Charter, 2008  
Registered Charity Number: 1122689

VAT Reg. No: 173205823  
Scottish Charity Number: SC044373

**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](mailto:quality@rcem.ac.uk). Please ensure your personal statement covers your relevant experience and how you meet the person specification below.

Interviews will be conducted by Emily Lesnik (Quality Manager) and Dr Ian Higginson (RCEM Vice President and Cluster Lead). The most suitable applicant will be recommended by the Quality Cluster and appointed by the Royal College Council. Please note that interviews are likely to be carried out via video conference. The deadline for applications is 10am on Monday 13<sup>th</sup> January 2025.

***Excellence in Emergency Care***

Incorporated by Royal Charter, 2008  
Registered Charity Number: 1122689

VAT Reg. No: 173205823  
Scottish Charity Number: SC044373

## Person Specification

**The role would suit an exceptional current Consultant in emergency medicine who has a demonstrable interest in quality in emergency care and quality improvement.**

Essential	Desirable
<b>Practical Experience and Skills</b>	
<ul style="list-style-type: none"> <li>• Member of the Quality in Emergency Care Committee for 2 years</li> <li>• Current substantive consultant in emergency medicine for 5 years</li> <li>• Excellent knowledge of developments in the emergency medicine field</li> <li>• Fellow of the College</li> <li>• Excellent verbal and written communication skills</li> <li>• Evidence of continuing personal development</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of participating in the RCEM clinical audits and national QIPs</li> <li>• Computer literate: MS Excel, Word</li> </ul>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>• Demonstrable interest in quality.</li> <li>• Ability to motivate others to perform to deadlines by using influencing skills</li> <li>• Ability to prioritise and work to tight deadlines</li> <li>• Attention to detail</li> <li>• Self-motivated and innovative</li> <li>• Good interpersonal and collaborative skills</li> <li>• Professional manner and appearance</li> <li>• A commitment to upholding the organisation's values</li> <li>• Ability to work independently</li> </ul>	

### ***Excellence in Emergency Care***

Incorporated by Royal Charter, 2008  
Registered Charity Number: 1122689

VAT Reg. No: 173205823  
Scottish Charity Number: SC044373

## Frequently Asked Questions

### **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 1 page 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. One in person meeting per year is required.

### **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.

**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](mailto:Quality@rcem.ac.uk)

## ***Excellence in Emergency Care***

Incorporated by Royal Charter, 2008  
Registered Charity Number: 1122689

VAT Reg. No: 173205823  
Scottish Charity Number: SC044373