



RCEM
Royal College
of Emergency
Medicine

Patron: HRH Princess Royal
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Role Profile:	ACP Forum Chair
Reports to:	RCEM Council
Key working relationships:	RCEM Council, ACP Forum Members, RCEM Committees External stakeholders (e.g., other medical professionals and organisations)

The ACP Forum Chair is a leadership role within the RCEM, responsible for representing Emergency Medicine Advanced Clinical Practitioners (EM ACPs) across the UK. The Chair will lead a team of volunteers, oversee the planning and delivery of the annual CPD Conference, and ensure effective communication of key updates to ACP members. This role involves regular meetings, both online and face-to-face, and requires a commitment of 22.5 hours per month. The successful applicant will play a key role in shaping the direction and impact of the ACP Forum within RCEM.

General Responsibilities:

- Represent RCEM Emergency Medicine (EM) ACPs across the UK.
- Oversee the planning and delivery of the annual CPD Conference.
- Ensure communication of important updates to all RCEM ACP Members via various channels.
- Lead a team of passionate volunteers within the ACP Forum.
- Collaborate with fellow members of the RCEM Council as the voice of the EM ACP.

Specific Responsibilities:

- Attend meetings, both face-to-face and online, such as via Teams or Zoom.
- Commit to a minimum of 22.5 hours per month for this role.
- Maintain regular communication with the ACP Forum.
- Respond to requests and feedback in line with the RCEM Code of Conduct.

ACP Forum Responsibilities:

- Chair ACP Forum meetings (frequency to be determined).
- Oversee the delivery of key forum functions, including conference planning.
- Ensure the effective communication and representation of ACP interests within RCEM.

Excellence in Emergency Care

Incorporated by Royal Charter, 2008
Registered Charity Number: 1122689

VAT Reg. No: 173205823
Scottish Charity Number: SC044373

Appointment Details

Eligibility Criteria:

- Must be employed as a substantive ACP in Emergency Medicine in the UK.
- Credentialed through the RCEM portfolio route (consideration for special circumstances).

Appointment Process:

- Applicants must submit a written personal statement (up to 600 words) and a CV.
- Applications will be reviewed and assessed based on the criteria outlined in the advert.
- Shortlisted candidates will be balloted among RCEM associate (ACP) members using an independent process.

Place of Work:

- The role is flexible, with remote working arrangements for online meetings and communications.
- Face-to-face meetings, as required by RCEM, will be held at designated locations.

Hours of Work:

- Estimated at 22.5 hours per month.
- Attend meetings as required, both virtually and in person.

Remuneration and Expenses:

- The role is honorary.
- RCEM will reimburse reasonable expenses for travel to face-to-face meetings and other required attendance.

Person Specification

Requirement	Essential	Desirable
Employed as a substantive ACP in Emergency Medicine in the UK	✓	
Credentialed through the RCEM portfolio route		✓
Ability to deliver professionally and meet deadlines	✓	
Leadership experience within portfolio or CV	✓	
IT literacy (Microsoft Office, Teams, Zoom, Outlook)	✓	
Ability to communicate effectively	✓	