



RCEM
Royal College
of Emergency
Medicine

Patron: HRH Princess Royal
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Role Profile:	ACP QIP Rep
Reports to:	RCEM ACP Chair, RCEM National VP
Key working relationships:	RCEM ACP Forum, RCEM National Board, ACP Forum Members, National bodies involved in advanced practice, External stakeholders (e.g., other medical professionals and organisations)

The Quality Improvement and Best Practice Sub-Committees are a vital part of RCEM, dedicated to enhancing emergency care standards and sharing evidence-based updates across the UK. This is achieved by driving quality improvement initiatives, promoting the adoption of research-driven practices, and providing guidance on clinical standards. The committee also collaborates with other RCEM committees, organises workshops and webinars, and ensures effective communication of its work to RCEM members.

The Quality and best practice forum committee member will actively contribute to the development and dissemination of quality improvement projects, participate in discussions on best practices, and advocate on behalf of the ACP body for the adoption of high standards in emergency care. Additionally, they will be expected to engage with colleagues from diverse professional backgrounds to ensure that initiatives are inclusive, practical, and impactful.

General Responsibilities:

- Represent RCEM Emergency Medicine (EM) ACPs at the QIP committee and sub-committees.
- Ensure communication of important updates to all RCEM ACP Members via various channels.
- Have a solid understanding of clinical governance principles and related legislation, with awareness of variations across the devolved nations and convey this to ACPs nationally.

Specific Responsibilities:

- Attend meetings, both face-to-face and online, such as via Teams or Zoom.
- Commit to 15 hours per month for this role.
- Maintain regular communication with the ACP Chair and the ACP Forum, acting in a lead role for the RCEM ACP forum if needed.
- Maintain regular communication with the RCEM national VP and RCEM national board.
- Respond to requests and feedback in line with the RCEM Code of Conduct.

ACP Forum Responsibilities:

- Attend ACP Forum meetings (frequency to be determined).
- Ensure national ACP agenda items are raised with the forum
- Ensure the effective communication and representation of national ACP interests within RCEM.

Appointment Details

Eligibility Criteria:

- Must be employed as a substantive ACP in Emergency Medicine in their respective nation.
- Must be a current paid RCEM member.
- The applicant should have demonstrable experience in quality improvement initiatives or the implementation of best practices within a healthcare setting.
- Credentialed through the RCEM portfolio route (or working towards).

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 Person Specification.
- 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 15 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 their nation	✓	
Associate member of the college	✓	
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	✓	