



RCEM
Royal College
of Emergency
Medicine

Patron: HRH Princess Royal
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Role Profile:	ACP Service Delivery 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 Clinical Leadership and Service Design rep will actively participate in discussions on leadership and service redesign, contribute to the development and dissemination of resources and initiatives, and advocate for innovative approaches to emergency care delivery on behalf of ACPs. This role involves regular meetings, both online and face-to-face, and requires a commitment of 15 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 at relevant service design committees.
- Ensure communication of important updates to all RCEM ACP Members via various channels.
- Participation in the development and review of leadership frameworks, service design models, and other committee outputs.

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.
- 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	✓	