



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
www.rcem.ac.uk

Role Profile:

RCEM ACP Forum Chair

Reports to:

ACP Forum Members, RCEM Committees

**Key working relationships:
Academic Committee Rep**

**External stakeholders (e.g., other medical professionals
and organisations) Academic Committee Rep**

Advanced practice is strengthened by an array of educational tiers, from post graduate studies to continuing professional development, all aimed at maintaining patient safety and organisational assurance. The Academic Committee Rep is pivotal to shape the professional development of ACPs in emergency medicine and contribute to raising the profile within RCEM's Academic Strategy. The role requires a passionate ACP, with educational and training experience to drive the contribution of the Education pillar through college and external initiatives. The post will oversee the planning and delivery of ACP online teaching sessions, and responsibility for disseminating educational information to members. This position requires representation on the RCEM Academic Committee and attendance to regular forum meetings, both online and in-person. This requires a minimum commitment of 7.5 hours per month with the support of an employer. The successful candidate will be instrumental in embedding this new educational post within the ACP forum to foster a culture of development and collaboration.

General Responsibilities:

- Represent RCEM Emergency Medicine (EM) ACPs across the UK as a forum member.
- Collaborate with the ACP Chair and fellow forum reps to advocate for all RCEM members and the college.
- Undertake the responsibilities required for the academic sub-committee.
- Contribute to ACP learning opportunities and annual CPD conference programme.
- Act as the primary contact for RCEM ACP member's queries or concerns related to educational and academic needs.
- Disseminate information regarding education standards and professional development.

Specific Responsibilities:

- Commit to a minimum of 7.5 hours per month and be endorsed by an employer.
- Attend RCEM Committee and ACP forum meetings, both face-to-face and online.
- Represent the ACP Forum at the RCEM Academic Committee.
- Respond to external requests related to Education and Professional Development.
- Act as an ambassador for the college both in person and on social media while upholding the principles outlined in the RCEM Code of Conduct.

ACP Forum Responsibilities:

- Attend the RCEM Academic Committee as the designated ACP representation.
- Responsible for contributing to and communicating ACP interests relating to education and academic strategy within RCEM.
- Report back to the ACP Forum with key priorities and developments affecting members.

- Accountable for the planning and delivery of regular education sessions provided online for RCEM members.

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 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 a minimum of 7.5 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	✓	

Excellence in Emergency Care

Incorporated by Royal Charter, 2008
Registered Charity Number: 1122689

VAT Reg. No: 173205823
Scottish Charity Number: SC044373