



**RCEM**  
Royal College  
of Emergency  
Medicine

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## **Role Profile: ACP FORUM AHP REPRESENTATIVE**

**Reports to: ACP Chair & ACP Deputy Chair**

**Key working relationships: ACP Forum National Chair's, ACP Forum Representatives, Fellow members of the RCEM Council**

The ACP Forum AHP Representative is responsible for supporting ACP AHP's nationally, ensuring their representation across England, Northern Ireland, Scotland, and Wales. Reporting to the ACP Chair and Deputy Chair, the role involves maintaining regular communication with the ACP Forum, engaging with RCEM processes, and attending various meetings. The representative must be a registered AHP working in an Emergency Department, actively engaged in the credentialing process, and knowledgeable about Clinical Governance and AHP legislation. The position requires a commitment of a minimum of 7.5 hours per month.

### **General Responsibilities:**

- Ensure adherence to the RCEM Code of Conduct, maintaining regular communication with the ACP Forum and responding promptly to requests and feedback
- Ensure active engagement with the RCEM process

### **Specific Responsibilities**

- Support ACP AHPs nationally
- Maintain knowledge of Clinical Governance and AHP legislation

### **Committee Responsibilities**

- Participate in various meetings, both in-person and through online platforms such as Teams and Zoom, to ensure active involvement and contribution to committee discussions.
- Serve as a passionate representative for AHP colleagues across England, Northern Ireland, Scotland, and Wales, ensuring their perspectives are adequately and equitably represented in all forum committees
- Dedicate a minimum of 7.5 hours per month to contribute to ACP Forum activities, as well as to participate in other forum committee initiatives as required, with the support necessary to fulfil these responsibilities effectively.

## ***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 a registered AHP
- Must be working as an Advanced Clinical Practitioner within an Emergency Department
- Must have an active engagement with the credentialing process

### **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.

### **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 7.5 hours per month.
- Attend meetings as required, both virtually and in person.  
3 National ACP Conferences across the 36-month term

### **Remuneration and Expenses**

RCEM will pay reasonable expenses for you to attend the face-to-face meetings and other college business where your physical attendance is required.

## Person Specification

Requirement	Essential	Desirable
Registered AHP with HCPC	✓	
Substantive ACP in Emergency Medicine in the UK	✓	
Credentialed through the RCEM portfolio route		✓
A broad knowledge of Clinical Governance and Legislation surrounding AHPs; specifically, Paramedic's / Physiotherapist's across the devolved nations	✓	
an ability to deliver professionally and enthusiastically in their role, to meet deadlines and to always communicate effectively.	✓	
experience of leadership within their portfolio or CV and be prepared to present this in the application process	✓	
must be IT literate and able to use common IT platforms such Microsoft Office including video conferencing software such as teams and zoom and outlook email platforms	✓	