



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:

Events and Educational Resources Committee Representative

Reports to:

**RCEM ACP forum
Director of Educational Resources Committee**

Key working relationships:

**RCEM Council, ACP Forum Members, RCEM Committees
External stakeholders (e.g., other medical professionals
and organisations)**

The ACP Events and Educational Resources Committee representative is expected to collaborate with colleagues to ensure the successful organisation and delivery of an annual UK-wide conference for RCEM ACP members, as well as providing access to Continuing Professional Development (CPD) events and educational resources to support appropriate professional progression. This role involves regular meetings with the RCEM events team, the ACP chair, colleagues involved in organising the CPD conference, fellow ACP forum members, and coordination with the RCEM Educational Resources Committee.

General Responsibilities:

- Oversee the planning and delivery of the annual UK ACP conference
- Liaise with colleagues regarding the progress of conference delivery
- Effectively liaise with events stakeholders such as speakers, programme leads and delegates
- Work collaboratively to help and support colleagues, speakers, and delegates in the delivery of events as required
- Ensure the ongoing access to a CPD programme of events linked to the curriculum for the ACP EM workforce
- Ensure the CPD provision and conference reflect the professional progression needs of RCEM ACPs in line with the RCEM ACP curriculum.

Committee Responsibilities

- Attend Conference planning and educational resources committee meetings [frequency to be determined], as well as RCEM ACP Forum meetings to share feedback to and receive from the forum.
- Ensure timely and accurate updates as needed
- Ensure the effective communication and representation of ACP interests within RCEM events management and educational resources committee

Appointment Details

Eligibility Criteria:

- Must be employed as a substantive ACP in Emergency Medicine in the UK
- Working towards the RCEM portfolio or be an RCEM Credentialed ACP (consideration in special circumstances)
- Foundational knowledge of ACP academic programmes and education standards to aid with CPD and portfolio needs
- Contribute to the college's academic strategy using CPD streams and work collaboratively to ensure educational development opportunities for ACPs are available

Appointment Process:

- Applicants must submit a CV and written personal statement (up to 600 words) detailing the reasons for applying for the post and what you hope to accomplish in the position.
- Applications will be reviewed and assessed based on the criteria outlined in the Person Specification.
- Shortlisted candidates will be invited for either interview or will be subject to a ballot of RCEM ACP members.

Place of Work:

- The role entails hybrid working, combining in-person and remote online work as required.
- RCEM meetings where it is deemed essential to attend in person, will be held at designated locations and reasonable travel expenses reimbursed.

Hours of Work:

- Due to the nature of the role the necessary hours of commitment will change relative to how responsive potential speakers and delegates are throughout the planning process. As such, a flexible nature is necessary when taking on this role, though hours should not exceed the 7.5 hours per month allocated to the regional rep role you will undertake.

Remuneration and Expenses:

- This is an honorary position and non-remunerative.
- 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	✓	
Conference/education organisation experience		✓
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: SC044

