



**RCEM**  
Royal College  
of Emergency  
Medicine

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<b>Role Profile:</b>	<b>ACP Credentialing Committee Representative</b>
<b>Reports to:</b>	<b>RCEM Council</b>
<b>Key working relationships:</b>	<b>RCEM Council, ACP Forum Members, RCEM Committees, External stakeholders (e.g., medical professionals and organisations).</b>

The ACP Credentialing Committee Representative role involves active participation in the RCEM Credentialing Sub-Committee, attending regular meetings, and contributing to curriculum and portfolio work streams. The representative will liaise with ACPs, Trainee ACPs, and supervisors, support the RCEM ACP Team in delivering webinars and workshops, and ensure the e-portfolio is fit for purpose. Key responsibilities include maintaining the EC-ACP curriculum, developing protocols and guidelines, and responding to curriculum-related requests. The role requires a minimum commitment of 7.5 hours per month, with both remote and occasional face-to-face meetings.

#### **General Responsibilities:**

- Attend regular meetings as an active member of the RCEM Credentialing Sub-Committee.
- Contribute to curriculum and portfolio work streams.
- Liaise with RCEM ACPs, Trainee ACPs, and supervisors through credentialing webinars.
- Answer questions and queries regarding the credentialing process, either directly or via the RCEM ACP Forum.
- Work closely with the RCEM ACP Team to support the delivery of credentialing webinars and workshops.

#### **Specific Responsibilities:**

- Review and maintain the curriculum for Advanced Clinical Practitioners in Emergency Care.
- Report to the RCEM Academic Committee and liaise with the Curriculum Sub-Committee.
- Develop and maintain EC-ACP protocols, guidelines, and associated documentation.
- Ensure the e-portfolio used for credentialing is fit for purpose.
- Respond to requests from ECACPs regarding curriculum changes or guidance.

#### **Committee Responsibilities:**

- Attend meetings, both face-to-face and online, such as via Teams or Zoom.
- Commit to a minimum of 7.5 hours per month for this role.
- Maintain regular communication with the ACP Forum Chair and the Chair of the RCEM ACP Credentialing Sub-Committee.
- Respond to requests and feedback in line with the RCEM Code of Conduct.

## ACP Forum Responsibilities:

- Attend at least 75% of Forum meetings per year (frequency to be determined, currently once per quarter but subject to change).
- Ensure that the interests of ECACPs working towards credentialing are represented.

## Appointment Details

### Eligibility Criteria:

- Must be employed as a substantive ACP in Emergency Medicine in the UK.
- Credentialed through the RCEM portfolio route.

### 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 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	✓	