



RCEM
Royal College
of Emergency
Medicine

Patron: HRH Princess Royal
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Role Profile:	ACP Forum Representative for Paediatrics
Reports to:	RCEM Council
Key working relationships:	RCEM Council, ACP Forum Members, RCEM Committees External stakeholders (e.g., other medical professionals and organisations)

The ACP forum is a standing committee of the Royal College and reports to RCEM Council. The paediatric member will be a key part of the forum who will ensure that the voices of ACPs working within paediatric EM are heard.

This role involves regular meetings, both online and face-to-face, and requires a commitment of a minimum 7.5 hours per month. The successful applicant will play a key role in shaping the direction and impact of the ACP Forum within RCEM and specifically those matter which affect those working in paediatric EM.

General Responsibilities:

- Represent RCEM Emergency Medicine (EM) ACPs across the UK.
- Ensure that paediatric ACPs CPD needs are met in the programme of the annual CPD Conference.
- Act as a key liaison for EM-ACPs working in paediatrics, raising any concerns or needs they have from the college.
- Work with a team of passionate volunteers within the ACP Forum.

Specific 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.
- 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 EM-ACPs working in paediatrics are represented at the forum.

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 employed as a substantive ACP in Emergency Medicine in the UK with at least 30% of your job plan including working paediatrics. A full-time paediatric EM-ACP role is preferential.
- Credentialed through the RCEM portfolio route in paediatrics (or credentialed in adults and working towards paediatrics credentialing in the next 12 months).

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 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 with a minimum of 30% of the candidate's job plan working in paediatrics. A full-time paediatric role would be preferred.	✓	
Credentialed through the RCEM portfolio route in paediatrics (or in adults and working towards credentialing in paediatrics within the next 12 months)		✓
Ability to deliver professionally and meet deadlines	✓	
Leadership experience within portfolio or CV	✓	
IT literacy (Microsoft Office, Teams, Zoom, Outlook)	✓	
Ability to communicate effectively	✓	