



**RCEM**  
Royal College  
of Emergency  
Medicine

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<b>Role Profile:</b>	<b>ACP Forum Secretary/ Deputy Chair</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., other medical professionals and organisations)</b>

The ACP Forum Secretary is a leadership role within the RCEM ACP Forum, responsible predominately for communicating with Emergency Medicine Advanced Clinical Practitioners (EM ACPs) across the UK. The Secretary will lead on the main communications from the ACP Forum and oversee any key updates from other forum members affecting EM ACPs in the UK. The other important aspect of this role is to act as a deputy for the RCEM ACP Forum Chair. This role requires a commitment of a minimum of 15 hours per month and should be supported by your permanent workplace. The successful applicant will play a key role in improving communication regularly to the whole RCEM ACP membership and also in the direction of the ACP Forum within RCEM.

#### **General Responsibilities:**

- Represent RCEM Emergency Medicine (EM) ACPs across the UK.
- Ensure communication of important updates to all RCEM ACP Members via various channels.
- Help to lead a team of passionate volunteers within the ACP Forum.
- Collaborate with fellow members of the RCEM Council and be the voice of the EM ACP.

#### **Specific Responsibilities:**

- Attend meetings, both face-to-face and online, such as via Teams or Zoom.
- Commit to a minimum of 15 hours per month for this role.
- Maintain regular communication with the ACP Forum Chair.
- Respond to requests and feedback in line with the RCEM Code of Conduct.

#### **ACP Forum Responsibilities:**

- Chair ACP Forum meetings when deputising for the RCEM ACP Forum Chair (frequency to be determined).
- Oversee the delivery of key forum functions, including conference planning.
- Ensure the effective communication and representation of ACP interests within RCEM.

### ***Excellence in Emergency Care***

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Registered Charity Number: 1122689

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## **Appointment Details**

### **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 15 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**

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>
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	✓	