



RCEM
Royal College
of Emergency
Medicine

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RCEM Sustainable Working Practices Committee Chair (Honorary Post)

The College is looking for a member to join the Sustainable Working Practices Committee (SWPC) as Chairperson

Job Description

Accountable To: RCEM Council and RCEM Quality Cluster Lead (RCEM Vice President).

Key Working Relationships: As Chair, you will be leading and inspiring the Sustainable Working Practices Committee members. The Sustainable Working Practices Committee is part of the Clinical Quality Cluster, led by the RCEM Clinical Quality VP. This committee focuses on improving the sustainability of the working life of emergency medicine and enhancing working conditions within the field. The role will also work closely with the RCEM Quality Team.

Committee Remit:

1. To devise a strategy and work programme for approval by Council focussed on improving sustainability of the working life of emergency physicians and improving the working conditions in the workforce in Emergency Medicine.
2. To develop a strategy for assisting with revalidation and remediation.

Role Purpose:

As a Chair your primary role will be to lead the SWPC in the development and implementation of the workplan and chairing SWPC meetings. The role also involves maintaining relevant sections of the College website and ensuring effective communication and collaboration with various stakeholders.

This role will be for three years, potentially renewable for a further three years if a second term is applied for. This is an honorary post and, while no financial honorarium is offered for the postholder, the College will reimburse all post related expenses (e.g. travel to meetings).

Role Responsibilities:

The Chair will chair committee meetings, coordinate sustainable working practice guidance and policy in emergency medicine, and ensure the College is appropriately represented on national bodies that relate to sustainable working. Key workstreams of the committee include advising on revalidation and advisory appointments committees (AACs).

Excellence in Emergency Care

Incorporated by Royal Charter, 2008
Registered Charity Number: 1122689

VAT Reg. No: 173205823
Scottish Charity Number: SC044373



What can you expect from us?

- The chance to influence EM policy and produce cutting edge new guidance.
- Meet and work with new consultants/EM staff with similar values.
- Opportunities to get involved in EM study days, presentations and represent RCEM at stakeholder events.
- To work closely with the RCEM Quality Improvement Projects to raise the overall quality of care in Emergency medicine.
- Support and guidance in the role from the RCEM Quality Team and Clinical Quality VP
- This is an honorary post and while no financial honorarium is offered for the postholder, the College will reimburse all post related expenses (e.g., travel to meetings).

What can we expect from you?

- Attend and chair all SWPC meetings as Chair (one London-based and the rest virtual per year).
- Making decisions on behalf of the Committee and escalating any concerns to the Quality Cluster Lead.
- At times you may be required to attend other meetings to represent the College.
- Draft an annual Committee Work Plan for RCEM Council.
- Contribute to RCEM Annual Report publication.

How to apply:

To apply for the position please send a single A4 page personal statement to Hollie Shooter by emailing quality@rcem.ac.uk. Please ensure your personal statement covers your relevant experience and how you meet the person specification below.

Interviews will be conducted by the RCEM Quality Cluster Lead and a member of the Quality Team. The most suitable applicant will be recommended by the RCEM Quality Cluster Lead. Please note that interviews are likely to be carried out via video conference. The deadline for applications is 10am on Thursday 20th February 2025.



Person Specification

This role would suit a current Consultant in Emergency Medicine who has a demonstrable interest and expertise in improving sustainability of the working life of emergency physicians

Essential	Desirable
Practical experience and skills	
<ul style="list-style-type: none">• Fellow of the College• Current substantive consultant in emergency medicine• Demonstrable interest in sustainable working practices• Excellent verbal and written communication skills• Knowledge of revalidation• Evidence of continuing personal development	<ul style="list-style-type: none">• Experience of serving on AAC panels Record of successful implementation of initiatives to improve sustainable working• Excellent knowledge of developments in the emergency medicine field• Computer literate: MS Excel, Word
Personal Qualities	
<ul style="list-style-type: none">• Attention to detail• Ability to prioritise and work to tight deadlines• Self-motivated and innovative• Good interpersonal skills• Professional manner and appearance• Ability to work independently• A commitment to upholding the organisation's values	<ul style="list-style-type: none">• Ability to motivate others to perform to deadlines by using influencing skills.



Frequently Asked Questions

Are committee roles only for those who have been closely involved with the college before?

No, certainly not. Our committee roles are open to all members, not just those who have worked in Emergency Medicine for years! This includes trainees. We are always keen to help those who have not previously had a role with us to get involved.

So, should I apply even if I have not been involved in the college before?

Absolutely! We are very keen to encourage those who have not been involved in the college to apply; if you have the skills and the passion, please do apply.

We can provide induction into college processes to support those who are not familiar with committees in the medical Royal Colleges sector.

I have the passion and the skills but not enough experience, should I still apply?

Yes! You might think that you do not have the experience, but if you are working in the field of Emergency Medicine, you probably do!

Aside from clinical skills, Emergency Medicine requires a depth of interpersonal skills: management, communication, and influencing skills for example. Emphasise the skills you have, and think about soft skills such as communication, leadership, and team working.

How should I go about writing my application?

To apply, we ask you to submit a CV and write a 250-word personal statement. This statement is an opportunity for you to explain why you are suitable for and interested in the role and detail your objectives for your time as a committee member.

Before you write your application, you should study the role profile in detail. Pay particular attention to the member specification aspect of the profile and ensure your application addresses the points outlined.

I am really interested in becoming a committee member, but I am not sure about the time commitment.

College staff are currently working mostly remotely, and we will utilise video conferencing and other media to reduce the need for travel. We expect that duties will be primarily conducted from your usual place of work or the comfort of your own home. Committee meetings take place 4 times per year on average. They will take up a morning or afternoon.

Will my expenses be covered if there are in-person meetings?

Travel expenses and, if applicable, hotel accommodation will be covered as per our Expenses Policy. RCEM staff members can provide more information about this for you.

Who can apply to the committee member positions?

For the committee member roles, we welcome applications from any college member. We encourage all members to apply, regardless of how experienced you are, what kind of member you are, or how long you have been a member.

Do you have any questions that have not been covered? Get in touch with us! We would be very happy to talk to you.

Email the Quality Team - Quality@rcem.ac.uk