RCEM QIP Portal User Guide

[RCEM 2025 QIP Portal - Link](#)

Royal College of Emergency Medicine

Need Help?

Creating User Accounts

Your RCEM QIP Lead will need to email RCEMQIP@rcem.ac.uk with the following information for an account to be created.

- Full Name
- Email address
- Site Name
- QIP(s) name

Users will take up to one working day to be added to the system and the user will receive an automated email once this has been completed.

To log in for the first time, you'll need to reset your password.

IMPORTANT
User accounts are now tied to your RCEM membership. If you are a member of RCEM and using the same email address, your QIP portal password will be the same.

No email received?
Checked your junk/spam?
Click on the icons below to contact the Quality Team.

Types User Accounts

Unless otherwise specified, your RCEM QIP leads will be assigned as a "Super user" and the rest of your users will be standard users.

"Super users" will be able to:

- Submit clinical data
- Access the dataset
- See all submissions for your site
- Delete and edit entries

Standard users will be able to:

- Submit clinical data
- Access the dataset

Want to change the type of user account you have?

Get your RCEM QIP lead to contact us via email.

Royal College of Emergency Medicine

Royal College of Emergency Medicine
Quality Improvement Programme

Sign Out | Keyword Search

HOME | CURRENT QIPS | SUBMISSION PORTAL | MY ACCOUNT | CONTACT AND SUPPORT | FAQS

Take a look at our FAQs here. If you have any other questions, contact us via the portal, email, or phone.

Find information packs and terms of agreements for the current QIPs here.

Click here to submit data. You will need to select the site you wish to enter data for before you can enter a case.

Manage your RCEM account here including updating your email address and receiving other communications from RCEM.
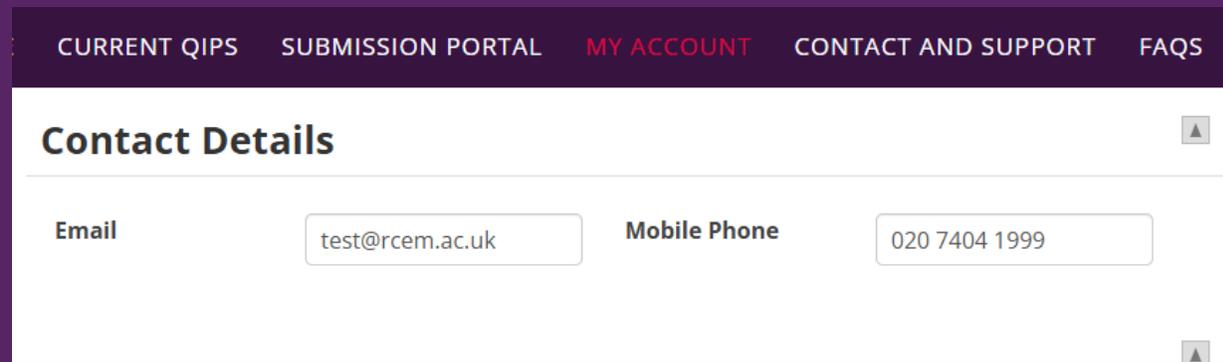
You can contact us using this online form.

Royal College of Emergency Medicine

Name and Email Address Changes

If you'd like to change your name or email address on the QIP portal, please contact the Clinical Quality Team at RCEMQIP@rcem.ac.uk. Changing your email address from the contact details page below will not work.

CURRENT QIPS   SUBMISSION PORTAL   MY ACCOUNT   CONTACT AND SUPPORT   FAQS

Contact Details

Email		Mobile Phone	
	test@rcem.ac.uk		020 7404 1999

Need Help?

Resetting your Password

You can reset your password using the "Forgot password?" link on the sign in page.
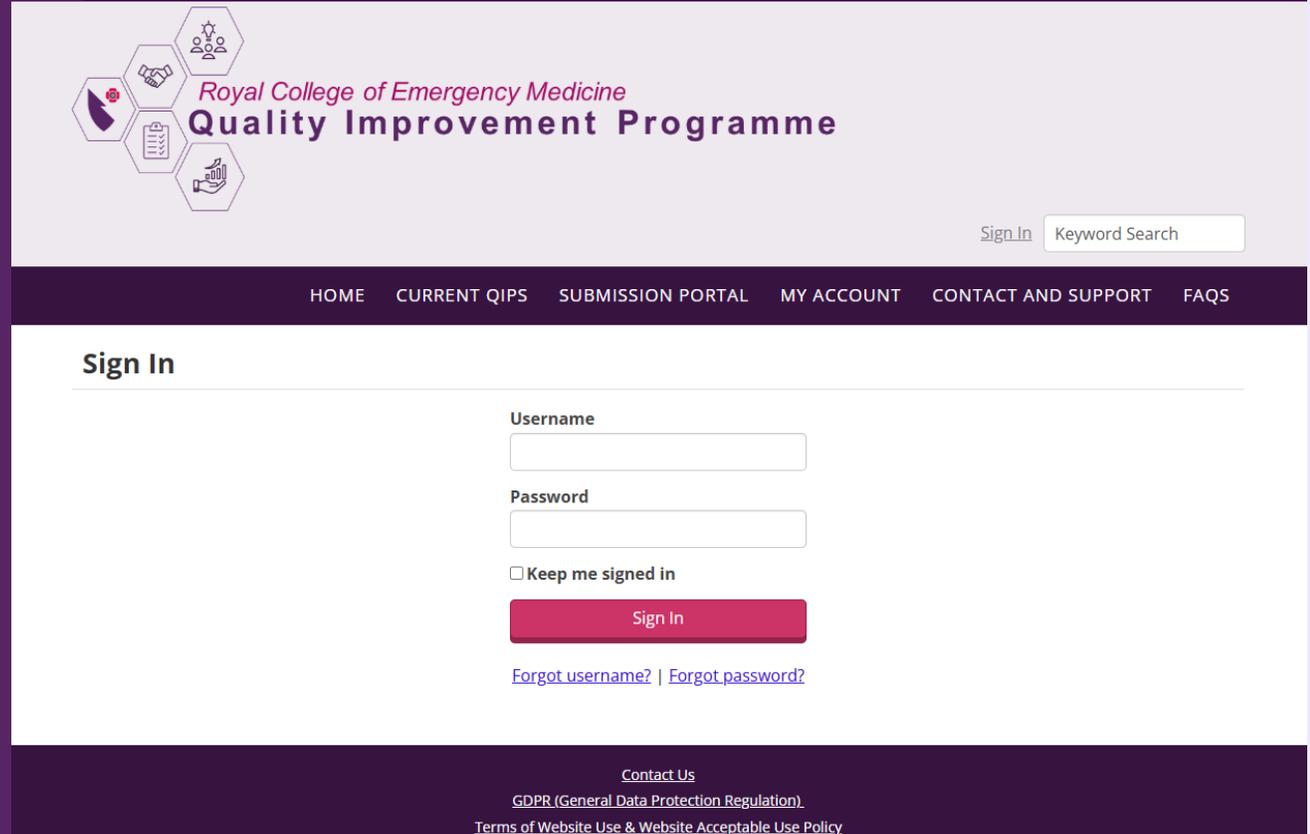
You will get an automated email with a link to reset this.

Your QIP portal username and password will be the same as your RCEM membership if you have used the same email address to register for the QIPs.

IMPORTANT
Make sure that you have had a user account created for you and had a confirmation email before trying to reset your password.

Royal College of Emergency Medicine

Royal College of Emergency Medicine
Quality Improvement Programme

Sign In | Keyword Search

HOME   CURRENT QIPS   SUBMISSION PORTAL   MY ACCOUNT   CONTACT AND SUPPORT   FAQS

Sign In

Username

Password

☐ Keep me signed in

Sign In

Forgot username? | Forgot password?

Contact Us
GDPR (General Data Protection Regulation)
Terms of Website Use & Website Acceptable Use Policy

admin@rcem.ac.uk
QIP Portal Password reset request   10:39
Password reset request for logon:

No email received?
Checked your junk/spam?
Click on the icons below to contact the Clinical Quality Team.

Home

HOME   CURRENT QIPS   SUBMISSION PORTAL   MY ACCOUNT

Care of Older People (Year 3)

Submit a new case   Access the dataset

My Submissions   Organisational Submissions

	Submission no	Created On	Status	Submission Date
Select	000039	28/01/2025 13:28:50	In Progress	
Select	000038	28/01/2025 13:28:41	Submitted	29/01/2025 09:10:34

Previous Page   Next Page   1-Form

Click save button to save your answers, and you can continue next time   Save

Click Delete if you do not wish to continue with this application   Delete
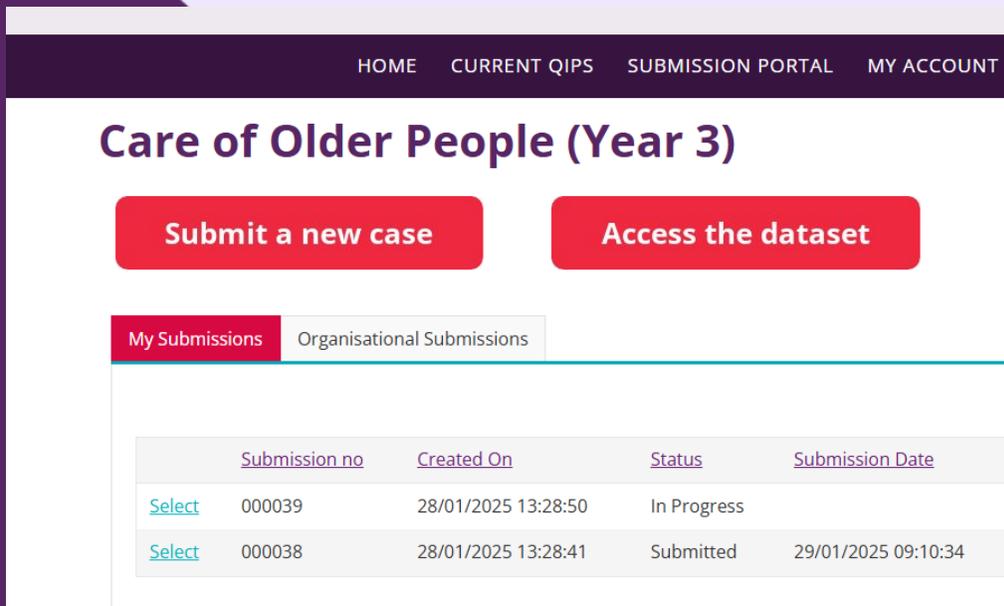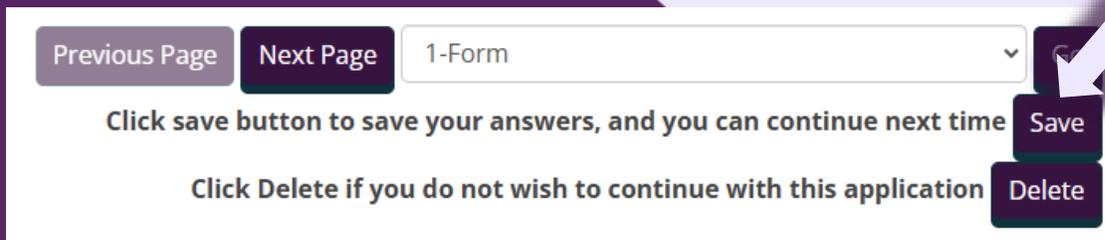
Before you Begin

You will be able to save and come back to any submissions that have an "In Progress" status using the "Select" button on the left.

At the end of the QIP cycle only entries that are marked as "Submitted" will be used for data analysis.

Use the save button to come back to the entry later.

IMPORTANT
Once you have submitted a case, this cannot be amended. The case must be deleted and re-entered.

Home

Royal College of Emergency Medicine

Entering Clinical Data

Select your site under the "Submission portal" tab

Select your QIP, you will be able to see all QIPs your site has registered for.

Select "Submit a new case" to complete the questionnaire. You can jump between pages using the drop-down menu at the bottom of the page.

If you are done with this data and have double checked the information is accurate. Select "Submit" to enter the case.

IMPORTANT
Once you have submitted a case, this cannot be amended. The case must be deleted and re-entered.

Home

T QIPS | SUBMISSION PORTAL | MY ACCO
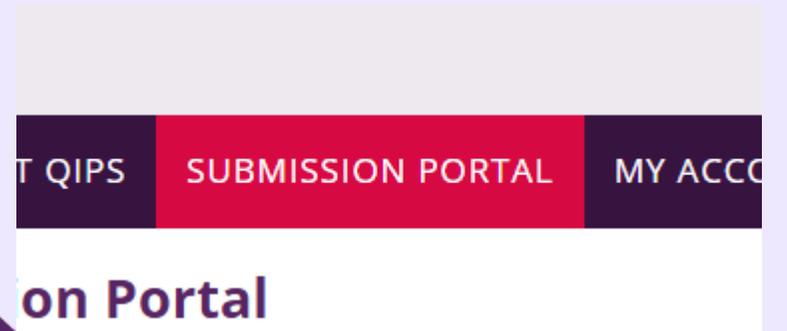
on Portal

Please select your hospital below

👥 Test Hospital – Company Administrator

👥 The Royal College of Emergency Medicine – Member

HOME CURRENT QIPS SUBMISSION PORTAL MY ACCOUNT CONTACT AND SUPPORT FAQS

Mental Health (Self Harm) (Year 3)

Mental Health (Self Harm) (Year 3)

Care of Older People (Year 3)

Care of Older People (Year 3)

Time Critical Medication (Year 3)

Time Critical Medications

Mental Health (Self-Harm) (Year 3)

Submit a new case   Access the dataset

My Submissions | Organisational Submissions

Care of Older People (Year 3)

Submit a new case

Access the dataset

My Submissions   Organisational Submissions

Export

Submission no   Created On   Status   Submission Date   Created by   omitted by

Exporting Data

You can export your raw data by selecting the format from the drop-down menu under "Export" to the right here.

To export all your site's submissions, select the Export option from the Organisational Submissions tab.

Entering Organisational Data

The Organisational questionnaire will now be sent to only the RCEM QIP leads noted on the registration form via email to complete once per QIP cycle.

Royal College of Emergency Medicine

If you have <u>not submitted</u> your case and want to edit this.
Select the case, proceed to edit, then select "Save" or "Submit".

If you have <u>not submitted</u> your case and want to <u>delete it</u>, Select the case, and press "Delete" at the bottom.

To edit or delete cases, the status must be "In Progress".

If you have already submitted a case and want to delete it. Please contact the RCEM Clinical Quality Team.
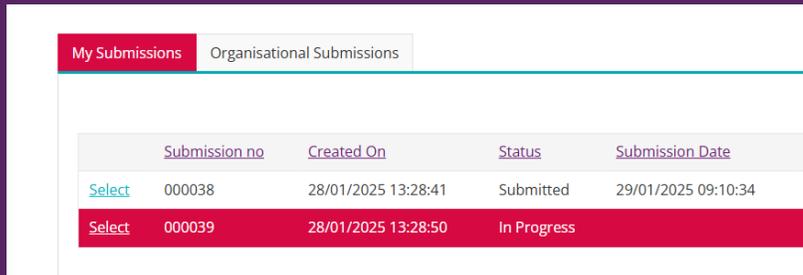
My Submissions	Organisational Submissions			
	Submission no	Created On	Status	Submission Date
Select	000038	28/01/2025 13:28:41	Submitted	29/01/2025 09:10:34
Select	000039	28/01/2025 13:28:50	In Progress	
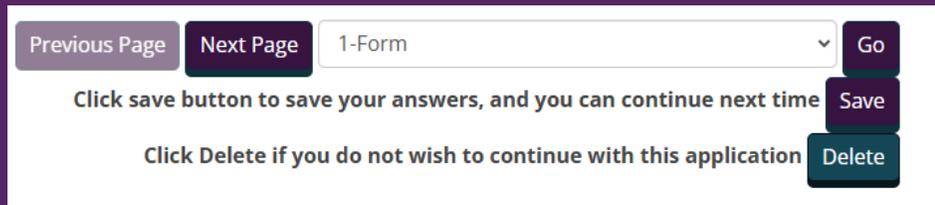
Previous Page | Next Page | 1-Form | Go

Click save button to save your answers, and you can continue next time — Save

Click Delete if you do not wish to continue with this application — Delete

Need help?

Please call us at **020 7404 1999** and one of our team will be happy to assist you.

Alternatively, please email us at rcemqip@rcem.ac.uk to get in touch with the Clinical Quality Team.

Your thoughts and feedback...