



**RCEM**  
Royal College  
of Emergency  
Medicine

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# Emergency Preparedness, Resilience and Response Professional Advisory Group Chair (Honorary Post)

**RCEM is looking for a current EM consultant or SAS doctor to join the Emergency Preparedness, Resilience and Response Professional Advisory Group (EPRR PAG) as Chairperson**

## Job Description

### Accountable To:

RCEM Council, RCEM Quality Cluster Lead (RCEM Vice President) and RCEM Quality in Emergency Care Committee (QECC) Chair.

### Key Working Relationships:

The Chair will work closely with the QECC Chair and other Committee Chairs within the Quality Cluster. The role will also involve working closely with the RCEM Quality Team.

### Committee Remit:

To provide expert advice to the College on EPRR and:

- To prepare specialty input for Council approval on the development of national EPRR guidance being developed by NHSE, UKHSE or other national bodies for use by EDs including for major incidents; CBRNE (Chemical, Biological, Radiological, Nuclear, and high yield Explosives) incidents and other EPRR specialist incidents.
- Create, implement and maintain a system to link Emergency Department EPRR leads (multi-professional group) to share information as early as possible and to include links to National Ambulance Resilience Unit (NARU) and NHS bodies.

### Role Purpose:

As a Chair your primary role will be to lead the EPRR PAG in the development and implementation of the workplan and chairing EPRR PAG 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:

In this role you will be expected to:

- Plan and oversee the EPRR PAG's strategy
- Chair regular virtual meetings and one funded face-to-face meeting a year with the PAG members

## *Excellence in Emergency Care*

Incorporated by Royal Charter, 2008  
Registered Charity Number: 1122689

VAT Reg. No: 173205823  
Scottish Charity Number: SC044373



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- Attend quarterly QECC meetings along with Chairs from the other QECC Committees
- Collaborate and engage with internal and external stakeholders on embedding emergency preparedness, resilience and response into Emergency Medicine
- Attend key local and national events relating to emergency preparedness, resilience and response
- Oversee organisation of events, including study days
- Adhere to RCEM's Code of Conduct

### **What can you expect from us?**

The chance to:

- Influence Emergency Medicine policy and produce cutting edge new guidance
- Meet and collaborate with new consultants / Emergency Medicine staff with similar values, as well as multi-disciplinary colleagues in national pre-hospital care
- Become involved in the development of Emergency Medicine study days and presentations
- Represent RCEM at stakeholder events
- Support and guidance in the role from the RCEM Quality Team and Quality Cluster Lead

### **What can we expect from you?**

- Attend and chair all emergency preparedness, resilience and response meetings (formal quarterly meetings with ad-hoc additional meetings as required. One of the quarterly meetings per annum can be face to face)
- Make decisions on behalf of the Committee and escalate any concerns to the QECC Chair or Quality Cluster Lead
- Attend / nominate attendance at other meetings to represent the College where required
- Draft a biannual Committee Workplan and report for RCEM Council

### **How to apply:**

To apply for the position please send a single A4 page personal statement and a CV to Hollie Shooter by emailing [quality@rcem.ac.uk](mailto: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 QECC Chair and a member of the Quality Team. The most suitable applicant will be recommended by the QECC Chair. Please note that interviews are likely to be carried out via video conference. The deadline for applications is 10am on 7<sup>th</sup> April 2025.



## Person Specification

**This role would suit a current EM consultant or SAS doctor with at least 6 years EM experience, including demonstrable expertise and experience in the field of emergency preparedness, resilience and response.**

Essential	Desirable
<b>Practical Experience and Skills</b>	
<ul style="list-style-type: none"><li>• Excellent communication skills, leading a team and collaborative working</li><li>• Experience in chairing a committee or professional advisory group</li><li>• Experience in emergency preparedness, resilience and response project management, policy writing and implementation is desirable</li></ul>	<ul style="list-style-type: none"><li>• Excellent knowledge of developments in the Emergency Medicine field</li><li>• Evidence of continuing personal development</li><li>• Publications in the field of EM</li></ul>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"><li>• Demonstrable interest and expertise in emergency preparedness, resilience and response</li><li>• Attention to detail</li><li>• Ability to multi-task and prioritise</li><li>• Self-motivated and innovative</li><li>• Ability to motivate others</li><li>• Good interpersonal skills</li><li>• A commitment to upholding the organisation's values</li></ul>	



## 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](mailto:Quality@rcem.ac.uk)