



**RCEM**  
Royal College  
of Emergency  
Medicine

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## Paediatric Emergency Medicine Professional Advisory Group Committee Member Honorary post

The College is looking to recruit a new member to the Paediatric Emergency Medicine Professional Advisory Group (PEM PAG) with experience and interest in paediatrics.

**Accountable to:** PEM PAG Chair, Quality in Emergency Care Committee (QECC)

**Key working relationships:** As a member, member of the PEM PAG Committee, you will be joining and engaging with other members of the group. This is part of the Quality in Emergency Care Committee (QECC) which is part of the Quality Care Cluster. The role will involve working closely with the RCEM Clinical Quality Team.

### Role responsibilities:

- Support and advocate for the work of the PEM PAG committee.
- Attend committee meetings and contribute to discussions.
- Undertake any tasks delegated by the group and provide feedback on work produced.

### Committee remit:

- To ensure that children's interests are represented within all relevant aspects of College structure / business, and that PEM is recognised and developed as both a sub-speciality, but also a normal part of practice in most emergency departments.
- To provide advice and support on all aspects of paediatric emergency care (at both core and specialist levels of clinical practice) to the College and its members.
- To help facilitate internal and external requests for representation on matters or documents relating to paediatric emergency care, ensuring that the College membership is fairly represented and is engaged.

### 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.

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- 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.
- 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 all PEM PAG committee meetings (Formal Quarterly virtual meetings with ad hoc additional meetings as required. One of the quarterly meetings per annum would be face to face).
- At times you may be required to attend other meetings to represent the College.
- Be able to offer the time commitment required to pro-actively support and input into the groups ongoing strategy and work streams.
- Offer innovative ideas and actions to further embed paediatric expertise into the ED.
- Champion paediatric work in your own ED through promoting and encouraging the engagement with, and delivery of, paediatric interventions in the ED.
- Share and promote RCEM committee work within your own professional communities.
- Review or add content into other national strategic bodies work where requested.
- Help with RCEM member queries concerning paediatric issues forwarded by RCEM staff.
- At times you may be required to attend other meetings to represent the College.
- Collaborate and engage with relevant faculties, institutions, and agencies, to embed paediatric into emergency medicine, (such as Health Education England, NICE, academic institutions).

**How to apply:** To apply for the position please send a CV and single A4 page personal statement to the Clinical Quality Team – [Quality@rcem.ac.uk](mailto:Quality@rcem.ac.uk) by **23/05/2025**. Please ensure your personal statement covers your relevant experience and how you meet the person specification. If you have any questions, please feel free to contact the Chair Shane Clark - [PEMchair@rcem.ac.uk](mailto:PEMchair@rcem.ac.uk).

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## Person Specification

Essential	Desirable
Practical experience and skills	
<ul style="list-style-type: none"><li>• Fellow of the College (all categories of membership welcome)</li><li>• Demonstrable interest and expertise in paediatrics</li><li>• verbal and written communication skills</li><li>• Evidence of continuing personal development</li></ul>	<ul style="list-style-type: none"><li>• Record of successful experience in quality work</li><li>• Excellent knowledge of developments in the emergency medicine field</li><li>• Computer literate: excel, word</li></ul>
Personal Qualities	
<ul style="list-style-type: none"><li>• Attention to detail</li><li>• Ability to prioritise and work to tight deadlines</li><li>• Self-motivated and innovative</li><li>• Good interpersonal skills</li><li>• Professional manner and appearance</li><li>• Ability to work independently</li><li>• A commitment to upholding the organisation's values</li></ul>	<ul style="list-style-type: none"><li>• Ability to motivate others to perform to deadlines by using influencing skills</li></ul>

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## **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 to the Quality Team - [Quality@rcem.ac.uk](mailto:Quality@rcem.ac.uk)

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