



**RCEM**  
Royal College  
of Emergency  
Medicine

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## Royal College of Emergency Medicine Lay Group

### Aims and Objectives

The Lay Advisory Group (LAG) provides advice from a lay perspective on the standards of care and training in Emergency Medicine.

The LAG has an advisory role and reports to the College's Council. Its remit covers:

- Highlighting areas of patient and carer concern to the Royal College and Council and advise on appropriate action
- Ensuring that the Royal College takes into account the patient, carer and public perspective in all appropriate activities
- Being a resource for the Royal College to enable the delivery of a professional service that meets the needs and aspirations of patients, carers, and the public
- Developing patient, carer, and public involvement in Royal College activities
- Developing patient information and education in Emergency Medicine
- Contributing to the development of Royal College policies
- Ensuring that decisions are made according to the Royal College's role in protecting the public interest, and in promoting high professional standards
- Responding to requests for comments from Council, its Boards and Committees
- Highlighting the work of the Royal College whilst safeguarding the Royal College's reputation.

### Responsibilities:

#### Understanding and Adherence to the Terms of Reference

- Objective: Familiarise yourself with the Lay Advisory Group's Terms of Reference, understanding the advisory role, reporting structure, and the nature of your responsibilities.
- Key Results: Actively participate in discussions aligning with the advisory role, and seek clarification on any ambiguities.

#### Effective Contribution to Policy Development

- Objective: Actively contribute to the development of RCEM policies within the first six months.
- Key Results: Provide input and feedback on policy development discussions, demonstrating an understanding of patient and public perspectives and contributing constructively to the process.

#### Integration into Committee Work

- Objective: Integrate into the Lay Advisory Group and broader College committees, participating actively and constructively in discussions and projects.
- Key Results: Attend and actively contribute to at least one project or committee meeting in addition to the Lay Advisory Group each month, fostering collaboration and demonstrating a commitment to the College's objectives.

### *Excellence in Emergency Care*

Incorporated by Royal Charter, 2008  
Registered Charity Number: 1122689

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Scottish Charity Number: SC044373

#### Demonstration of Time Commitment

- Objective: Fulfil the expected time commitment of 1-2 days a month for Lay Group and other committees.
- Key Results: Attend scheduled meetings, actively engage in discussions, and contribute effectively to projects, ensuring that time commitments are met consistently.

#### Conflict of Interest Management

- Objective: Ensure independence from healthcare services or policy-making entities to avoid conflicts of interest.
- Key Results: Confirm the absence of conflicts of interest in the first month and maintain independence throughout the probation period.

#### **Please Note:**

##### ***Volunteer Role and Status***

*This is a voluntary position and does not constitute a contract of employment. The individual appointed will not be regarded as an employee or worker of the Royal College of Emergency Medicine (RCEM), and no salary, wages, or other remuneration is attached to this role. Any duties described within this role specification are intended solely to outline the scope of voluntary contributions expected in support of RCEM's objectives; they do not represent or imply an obligation to perform work under the control or direction of RCEM in the manner of an employee. There is no obligation on RCEM to provide work, nor on the volunteer to accept or perform it. Reasonable out-of-pocket expenses necessarily incurred in connection with the role will be reimbursed in line with RCEM's expenses policy. This arrangement is fully compliant with applicable UK employment and tax legislation.*