



**RCEM**  
Royal College  
of Emergency  
Medicine

Patron: HRH Princess Royal  
Octavia House  
54 Ayres Street, London  
SE1 1EU

Tel +44 (0)20 7404 1999  
[rcem@rcem.ac.uk](mailto:rcem@rcem.ac.uk)  
[www.rcem.ac.uk](http://www.rcem.ac.uk)

## **RCEM Best Practice Sub-Committee Chair** (Honorary post)

**The College is looking to appoint a current consultant in emergency medicine with a demonstrable interest in the identification and application of best clinical practice to Chair the RCEM Best Practice Sub-Committee.**

Accountable to: Quality in Emergency Care Committee Chair, Quality Care Cluster Chair, RCEM Council.

**Candidate Requirements:** Must be a current practicing Consultant in EM in the UK and FRCEM.

**Key working relationships:** This Sub-Committee is part of the Quality Care Cluster, which also undertakes guidance, development and safety work relating to emergency medicine. The role will also work closely with the RCEM Clinical Quality Team.

### **Role responsibilities:**

The Best Practice Sub-Committee Chair is an essential role for promoting excellence in Emergency Medicine. The Chair is responsible for leading the development of best practice guidance within the speciality. They attend Quality in Emergency Care (QEC) Committee meetings at least three times per year, chair subcommittee discussions, and coordinate communications. They oversee the creation of Best Practice Statements, provide reports to QEC, maintain regular contact with the QEC Chair and administrator, and collaborate with organisations with expertise in clinical best practice.

### **Committee remit:**

- To develop consensus based best practice statements and guidance for the speciality of Emergency Medicine
- To advise the NHS, DOH, CQC, the Royal Colleges and other national bodies who have an interest in best clinical practice in Emergency Departments.
- To develop and maintain the RCEM Guidance section of the Royal College website

### **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 cluster chair.
- 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 QEC meetings at least 3 times per year.
- Chair subcommittee teleconferences, coordinate e-mail traffic or face-to-face meetings as necessary.

## ***Excellence in Emergency Care***

Incorporated by Royal Charter, 2008  
Registered Charity Number: 1122689

VAT Reg. No: 173205823  
Scottish Charity Number: SC044373

- Co-ordinate the development of Best Practice Statements and guidance for the speciality.
- Provide verbal and written reports to QEC
- Regular communication with Chair of QEC and QEC administrator.
- Liaise with other bodies with specific expertise in best clinical practice.

**How to apply:** To apply for the position please send a single A4 page personal statement to Lucas Dalla Vecchia, Senior Clinical Quality Officer: [lucas.dalla-vecchia@rcem.ac.uk](mailto:lucas.dalla-vecchia@rcem.ac.uk) by **Monday, 1 September 2025 00:00AM**. Please ensure your personal statement covers your relevant experience and how you meet the person specification. Please note that the interviews are likely to be carried out via ZOOM, MS Teams or telephone call.

## Attachment of Personal Spec and FAQs:

### Person Specification

**Practical experience and skills:** The role would suit a Member of RCEM who has Experience in writing guidelines, a demonstrable interest in **Best Practice in Emergency Medicine**, FRCER and is currently practicing as a Consultant in EM in the UK.

Essential	Desirable
<b>Practical experience and skills</b>	
<ul style="list-style-type: none"><li>○ FRCER</li><li>○ Current practicing Consultant in EM in the UK</li><li>○ Demonstrable interest in <b>Best Practice in Emergency Medicine</b></li><li>○ Excellent verbal and written communication skills</li><li>○ Experience of chairing meetings</li><li>○ Evidence of continuing personal development</li><li>○ Experience in writing guidelines</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><li>○ Previous experience of RCEM committee work</li></ul>
<b>Personal Qualities</b>	
<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>

## **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 Fellows, 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 College 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, 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 write a A4 page 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 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 normal place of work or from the comfort of your own home. Committee meetings take place 4 times per year on average.

### **Will my expenses be covered if there's in-person meetings?**

It is highly unlikely that there will be regular face-to-face committee meetings in 2021, however if RCEM decides to meet once it is safe to do so then travel expenses will be covered as per our Expenses Policy. RCEM staff member responsible for Chair recruitment can provide more information.

### **Who can apply to the committee member positions?**

For the committee member roles, we welcome applications from College Fellows working in the region advertised. We encourage all fellows to apply, regardless of how experienced you are or how long you have been a fellow for.

### **Can I ask my Trust to support me with time off?**

Given the pressures the system is experiencing, we do understand that our Members and Fellows are needed for frontline services. However, there is often support provided to allow some recognition for College work, particularly as it can be developmental. In the past, the Chief Medical Officers have written to Trusts about this and if you need help in how to approach your Trust for help, please let us know.

**Will I have any support from the College?**

Absolutely! The College is always here to support you in the role and with all responsibilities and duties you may have. We can send out email communications on your behalf to all members in the region and those in the College more generally. We take responsibility for organising any meetings as well as setting up and providing guidance with press coverage. We want to ensure that you can carry out the role to the best of your abilities and are therefore happy to provide as much support as you need to fulfil the role effectively.

**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 Alison Ives, Quality Officer:

[Alison.Ives@rcem.ac.uk](mailto:Alison.Ives@rcem.ac.uk)