



**RCEM**  
Royal College  
of Emergency  
Medicine

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## RCEM Older Emergency Clinicians Working Group Co-Chair (Honorary Post)

The College is looking for a Co-Chair to join the Working Group alongside the current Chair

### Job Description

#### Accountable To:

RCEM Sustainable Working Practice Committee Co-Chairs, RCEM Clinical Quality Cluster Lead and RCEM Council.

#### Key Working Relationships:

As Co-Chair you will lead and inspire the Working Group members, which is currently Chaired by RCEM's President and is part of RCEM's Sustainable Working Practices Committee (SWPC), which itself sits within the Clinical Quality Cluster. The role will therefore also involve working closely with RCEM's President, Vice President of Clinical Quality and the internal Clinical Quality Team.

#### Working Group Remit:

The Working Group aims to produce guidance relating to this topic, based on evidence, experience and opinion. Work is distributed amongst interested colleagues and the group meets 3-4 times per year to guide this workstream.

Guidance currently being produced by the Working Group covers topics such as gender related issues, specific workforce groups, succession planning, winding down and post-retirement. The Working Group are also preparing to host RCEM Study Day next year.

#### Role Purpose:

As Co-Chair your primary role will be to jointly lead the development and implementation of the Workplan and chair Working Group 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).

### *Excellence in Emergency Care*

Incorporated by Royal Charter, 2008  
Registered Charity Number: 1122689

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Scottish Charity Number: SC044373



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

- Attend and chair four virtual Working Group per year over Zoom. (At times you may be required to attend other meetings to represent the College).
- Make decisions on behalf of the Working Group and escalate any concerns to the SWPC Co-Chairs.
- Ensure the College is appropriately represented on national bodies that relate to Older Emergency Clinicians.
- Draft an annual Working Group Work Plan for the RCEM Council.
- Contribute to RCEM's Annual Report publication

#### **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.
- The opportunity to get involved in EM study days, presentations and represent RCEM at stakeholder events.
- The opportunity 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 Clinical Quality Team and Clinical Quality Cluster.

#### **How to apply:**

To apply for the position please send a single A4 page personal statement 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 RCEM's Clinical Quality Team Manager and the SWPC Co-Chairs. The most suitable applicant will be recommended by the Clinical Quality Cluster Lead. Please note that interviews are likely to be carried out via video conference. The deadline for applications is 5pm on Wednesday, 10<sup>th</sup> September.



## Person Specification

**We would like to invite expressions of interest to contribute to this workstream from any members and fellows who are passionate about how we plan for, lead for and support colleagues as they get older**

Essential	Desirable
Practical experience and skills	
<ul style="list-style-type: none"><li>• Member or Fellow of the College</li><li>• Clinician current working in emergency medicine</li><li>• Demonstrable passion and engagement in supporting older EM workers</li><li>• Understanding of the issues facing older EM workers</li><li>• Excellent verbal and written communication skills</li><li>• Evidence of continuing personal development</li></ul>	<ul style="list-style-type: none"><li>• Already a member of the committee</li><li>• Experience in effectively representing committees or organisations in external forums</li><li>• Training and understanding of Equality, Diversity, and Inclusion</li><li>• Knowledge of regional variations in healthcare systems, particularly in the UK and Northern Ireland</li><li>• Experience engaging with stakeholders, such as government bodies, healthcare organisations, and professional associations</li><li>• Excellent knowledge of developments in the emergency medicine field</li><li>• Computer literate: MS Excel, Word</li></ul>
Personal Qualities	
<ul style="list-style-type: none"><li>• Capacity to engage with group and undertake tasks, either individually or as a group</li><li>• Strong interpersonal and communication skills to support collaboration</li><li>• Ability to prioritise and work to tight deadlines</li><li>• Self-motivated and innovative</li><li>• Professional manner and appearance</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 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 Clinical Quality Team - [Quality@rcem.ac.uk](mailto:Quality@rcem.ac.uk)