

RCEM

Royal College  
*of* Emergency  
Medicine

# RCEM QIP Portal User Guide

[RCEM 2026 QIP Portal - Link](#)



## Getting Started

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Need Help?



## Creating User Accounts

If you are a QIP lead, you will have been sent a link to a new user request form which you can complete.

Alternatively, you can email [RCEMQIP@rcem.ac.uk](mailto:RCEMQIP@rcem.ac.uk) with the following information for an account to be created.

- Full Name
- Email address
- Site Name
- QIP(s) name

Users will take up to one working day to be added to the system, and the user will receive an automated email once this has been completed.

To log in for the first time, you'll need to [reset your password](#).

### IMPORTANT

User accounts are now tied to your RCEM membership. If you are a member of RCEM and using the same email address, your QIP portal password will be the same.

No email received?  
Checked your  
junk/spam?  
Click on the icons  
below to contact the  
Quality Team.



Home



# Finding your Way Around

Quality Improvement Programme

HOME

CURRENT QIPS

SUBMISSION PORTAL

CONTACT AND SUPPORT

FAQS

DASHBOARD

Find information packs  
and terms of agreements  
for the current QIPs here.

Click here to submit data.  
You will need to select the  
site you wish to enter  
data for before you can  
enter a case.

You can contact us using  
this online form.

Take a look at our  
[FAQs](#) here. If you  
have any other  
questions,  
contact us via the  
portal, email, or  
phone.

View your live QIP data  
using our bespoke  
dashboard.

Home



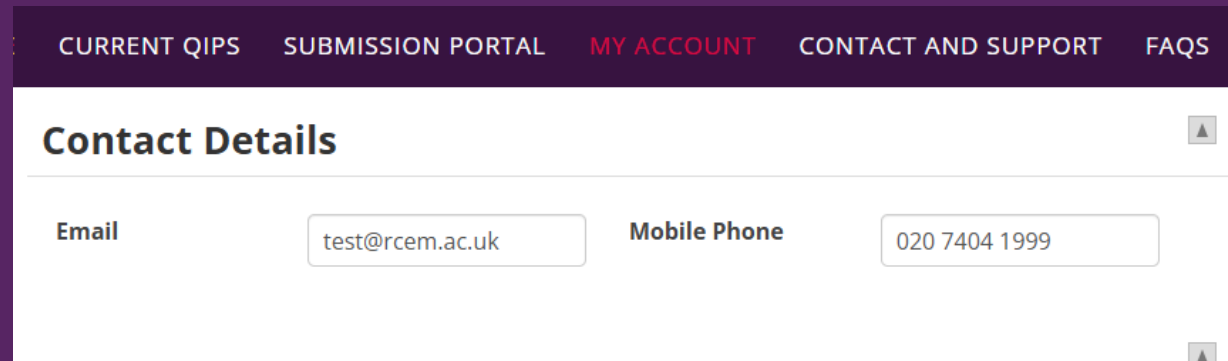
Need Help?



## Name and Email Address Changes

If you'd like to change your name or email address on the QIP portal, please contact the Clinical Quality Team at [RCEMQIP@rcem.ac.uk](mailto:RCEMQIP@rcem.ac.uk).

Changing your email address from the contact details page below will not work.



CURRENT QIPS SUBMISSION PORTAL **MY ACCOUNT** CONTACT AND SUPPORT FAQs

### Contact Details

Email  Mobile Phone

Need Help?



Home



## Resetting your Password

You can reset your password using the “Forgot password?” link on the sign in page.

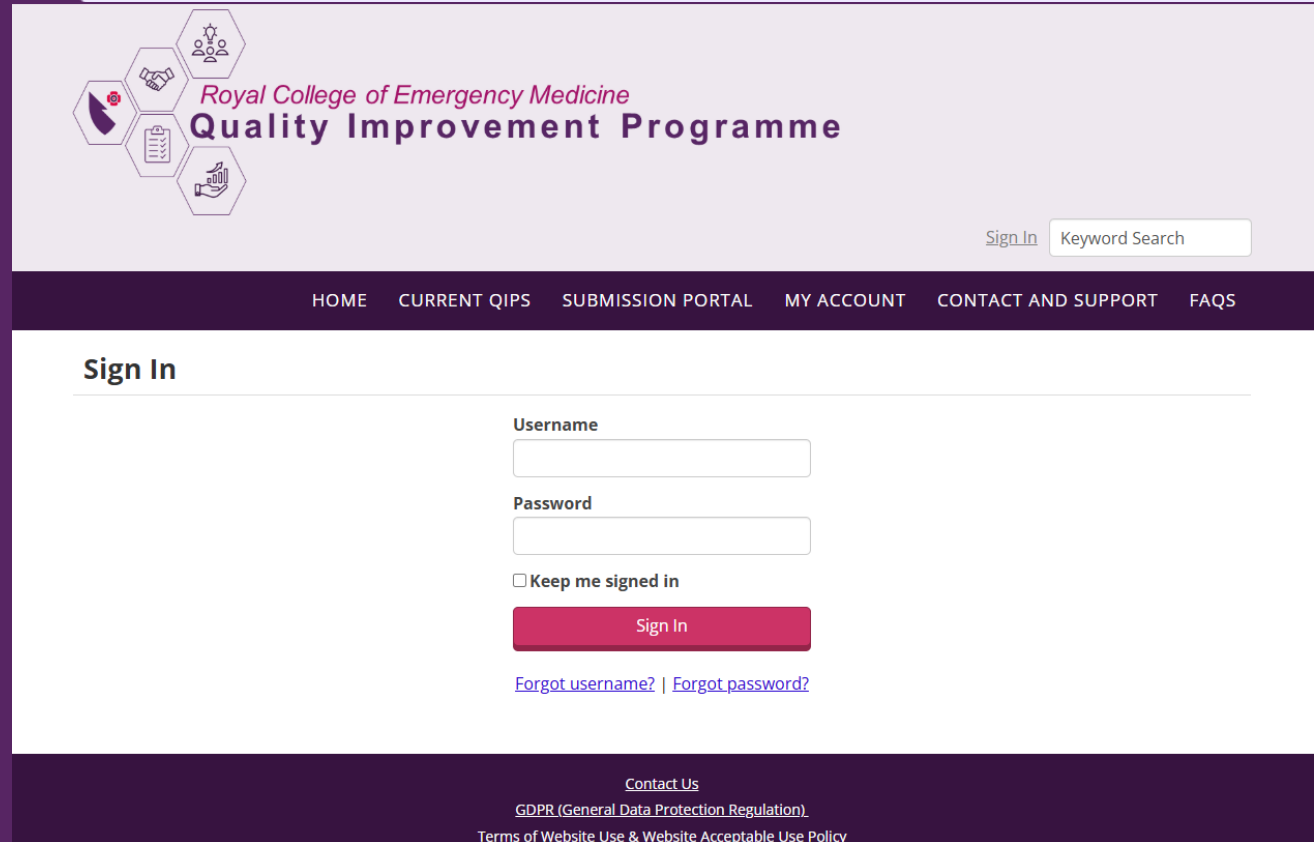
You will get an automated email with a link to reset this.

Your QIP portal username and password will be the same as your RCEM membership if you have used the same email address to register for the QIPs.

### IMPORTANT

Make sure that you have had a user account created for you and had a confirmation email before trying to reset your password.

Home



The screenshot shows the 'Sign In' page of the Royal College of Emergency Medicine Quality Improvement Programme. At the top, there is a logo with six hexagons containing icons for a stethoscope, a hand holding a heart, a person, a clipboard, a hand holding a pen, and a hand holding a scale. To the right of the logo is the text 'Royal College of Emergency Medicine' and 'Quality Improvement Programme'. Below the logo is a 'Sign In' link and a 'Keyword Search' input field. A navigation bar contains links for HOME, CURRENT QIPS, SUBMISSION PORTAL, MY ACCOUNT, CONTACT AND SUPPORT, and FAQs. The main content area has a 'Sign In' heading, followed by 'Username' and 'Password' input fields, a 'Keep me signed in' checkbox, and a red 'Sign In' button. Below the button are links for 'Forgot username?' and 'Forgot password?'. At the bottom, there are links for 'Contact Us', 'GDPR (General Data Protection Regulation)', and 'Terms of Website Use & Website Acceptable Use Policy'.

admin@rcem.ac.uk  
QIP Portal Password reset request  
Password reset request for logon:

10:39

No email received?  
Checked your  
junk/spam?  
Click on the icons  
below to contact the  
Clinical Quality Team.



## Before you Begin

You will be able to save and come back to any submissions that have an “In Progress” status using the “Edit” button on the right.

At the end of the QIP cycle only entries that are marked as “Submitted” will be used for data analysis.

Home

### Care of Older People (Year 3)

New submission

My submissions Organisational Submissions

#### In Progress

Submission Reference	Arrival DateTime	AnonID
7743		<a href="#">Edit</a>
7744		<a href="#">Edit</a>

Submit

Save

Back

Use the save button to come back to the entry later.

### IMPORTANT

If you need to edit a case that has already been submitted, please contact the Quality team via email with the submission reference number and QIP name.

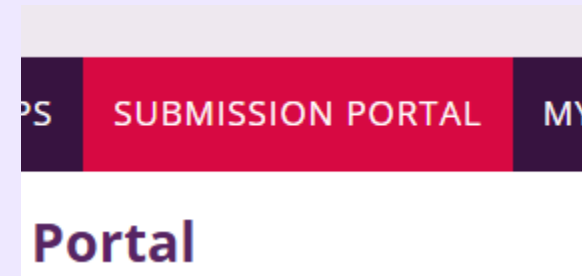


## Entering Clinical Data

- Select your site under the “Submission portal” tab
- Select your QIP, you will be able to see all QIPs your site has registered for.
- Select “Submit a new case” to complete the questionnaire.

If you are done with this data and have double checked the information is accurate, select “Submit” to enter the case.

Home



Please select your hospital below

 [Test Hospital - Company Administrator](#)

 [The Royal College of Emergency Medicine - Member](#)



### Mental Health (Self-Harm) (Year 3)

Submit a new case

Access the dataset

My Submissions

Organisational Submissions

### Care of Older People (Year 3)






[Submit a new case](#) [Access the dataset](#)

[My Submissions](#) [Organisational Submissions](#)

Submission no	Created On	Status	Submission Date	Created by	Submitted by
---------------	------------	--------	-----------------	------------	--------------

Export ▾

Export ▾

-  [Word](#)
-  [Excel](#)
-  [PDF](#)
-  [CSV](#)
-  [XML](#)

## Exporting Raw Data

You can export your raw data by selecting “Access the dataset” and exporting to any of the formats in the dropdown menu.

Home



## Entering Organisational Data

The Organisational questionnaire will now be sent to only the RCEM QIP leads noted on the registration form via email to complete once per QIP cycle.

Home

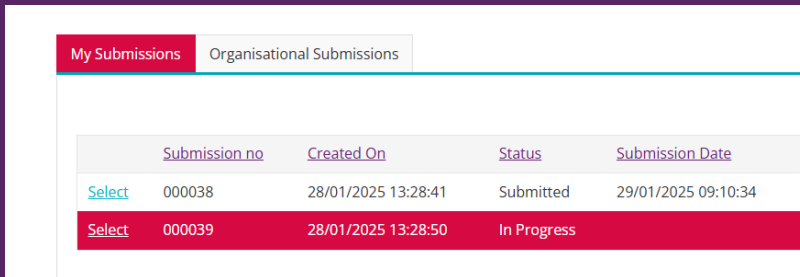


# Editing or Deleting Cases

If you have not submitted your case and want to edit this, select the case, proceed to edit, then select “Save” or “Submit”.

To edit or delete cases, the status must be “In Progress”.

If you have already submitted a case and want to delete it. Please contact the RCEM Clinical Quality Team.



	Submission no	Created On	Status	Submission Date
Select	000038	28/01/2025 13:28:41	Submitted	29/01/2025 09:10:34
Select	000039	28/01/2025 13:28:50	In Progress	

Home



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ENT QIPS

SUBMISSION PORTAL

CONTACT AND SUPPORT

FAQS

DASHBOARD

## Viewing your Live Dashboard

You can view your live QIP dashboard by selecting this tab. On the dashboard, selecting your site from the drop-down menu will show your data.

Please find a detailed dashboard user guide here: [RCEM QIP dashboard User Guide](#)

Home



Select Hospital

No Hospital available



## Need help?

Please call us at **020 7404 1999** and one of our team will be happy to assist you.



Alternatively, please email [rcemqip@rcem.ac.uk](mailto:rcemqip@rcem.ac.uk) to contact our team.



Your thoughts and  
feedback...



Home

