



Royal College *of* Emergency Medicine

The Terms of Reference for Committees, Sub-Committees, Special Interest Groups, and Working Groups in the Academic Cluster

Amendment Log

Issue	Issue Date	Additions/Alterations	Initials
1.0	July 2025	First version	HB
2.0	February 2026	Minor amendments to General Terms of Reference Conditions Precedent <ul style="list-style-type: none">• CEO Delegated powers for minor amendments Research Committee has been moved to Clinical Quality Cluster	HB

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About this document

This document contains the Terms of Reference (ToR) for the various Committees of the Royal College of Emergency Medicine.

Under our Ordinances 1 the Board of Trustees may:

“Establish such boards, standing and ad hoc committees or sub-committees for the purpose of dealing with any subject as it may from time to time determine.

The Board of Trustees shall have power to determine by Byelaws the constitution and procedures of such boards, committees or sub-committees.

The Board of Trustees may by resolution delegate all or any of its functions, powers, duties and discretions to any body, board, committee, sub-committee, Officer or individual upon terms and subject to such conditions as the Board may from time to time, by resolution, determine.”

Over time a range of Committees has been established, and each has had an individual terms of reference document created for it. Given that a number of these have similar content for good governance purposes and ease of reference this document draws all of them together into one place.

In future any new Committees or amendments to the content of this document shall usually be considered by the Corporate Governance Committee who will, if appropriate recommend that the Board approves the revised document.

This document shall be maintained by an employee of the Royal College as nominated by the Chief Executive.

Gordon Miles, Chief Executive
June 2025

General Terms of Reference Conditions Precedent

1. Each Committee, Sub-committee and Working Party shall have a Terms of Reference.
2. A Committee is a body of one or more persons that is subordinate to Council or the Board of Trustees. Usually, the Council or Board of Trustees sends matters into a committee to explore them more closely than would be possible if the Council/Board itself were considering them.
3. A Sub-committee is a committee that reports to another committee.
4. A Working Party/Group is a committee that is established for a limited time to develop and/or review areas of policy, procedure and practice and put forward suggestions for the Council to consider.
5. A Special Interest Group (SIG) or Professional Advisory Group (PAG) is a small community with a shared interest in advancing a specific area of knowledge, learning or technology where members cooperate to affect or to produce solutions within their field, and may communicate, meet, and organise conferences or study days. All SIG/PAGs shall operate under parent a Committee, which holds overall responsibility for SIG/PAG through its Chair.
6. References to a 'Cluster' reflects the structuring of committees into groups or clusters of Committees under a role holder or role holders led by a Cluster Responsible Officer who will be either a Vice President or other College Role Holder or the CEO or nominated deputy.
7. All College Committees and Working Parties shall have Terms of Reference conforming to our governing documents. Normally, requests for new Committees or Working Groups/Parties are considered by the Executive Committee, scrutinised by Corporate Governance Committee and a recommendation is made to Council or the Board of Trustees accordingly.
8. All Committees and Working Parties shall have a clear reporting structure, ultimately leading to Council or directly to the Trustee Board. They shall report their activity at least annually via their Cluster Responsible Officer to ensure appropriate oversight and alignment with College strategy.
9. The Composition of a Committee is determined as set out in each Terms of Reference.
10. In the remainder of this section, the term Committee shall relate to all Committees, Sub-Committees, SIGs, PAGs and Working Parties/Groups unless otherwise stated.
11. Any Committee has the power to co-opt additional Members to make up the required number of Committee Members that are described in that Committee's Terms of Reference.

12. For any minor amendments to individual committee terms of reference the CEO has delegated powers to approve these amendments in conjunction with the President.
13. For ease of reference and to avoid duplication the following shall apply to every Committee, unless otherwise stated in the specific Terms of Reference for an individual Committee.

Governing Documents

14. In relation to the terms of reference, the Governing Documents are the Charter, Ordinances, Bye Laws, Regulations and the Scheme of Delegation. These documents are senior to any Terms of Reference and so bind Committees to their contents.

Delegated Powers

15. No Committee has delegated powers to make decisions on behalf of the College unless expressly stated in the Terms of Reference for that Committee. The Scheme of Delegation sets out the powers the Trustee Board delegates to Council in relation to Committees and to role holders.
16. Committees shall prepare for Council or Trustee Board scrutiny annual Work Programmes detailing their planned activity. These must be submitted to the relevant Cluster Responsible Officer and Governance Manager annually for tracking and assurance purposes.
17. A budget (if required) shall be agreed through the College Treasurer under the standing financial procedures. The Chair of a Committee has budget responsibility for the activities of that Committee in accordance with the standing Financial Procedures of the Royal College. The Committee Secretary shall act as deputy budget holder. All expenditure must comply with College procurement procedures.

Committee Chair/Member appointment

18. Committee members and Chairs of Committees must be in good standing with the College, as defined in College Ordinances.

Appointing a Chair

19. Unless otherwise stated in the Charter, Ordinances, Bye Laws or Terms Of Reference for an individual Committee, Members and Chairs of Committees are appointed by a selection process involving open advertising.

The following applies to these Committees:

- Academic Committee
- Clinical Leadership & Service Design Committee
- EDI Committee
- Educational Resources Committee
- Gender Equity Committee
- Global Emergency Medicine Committee
- Informatics Committee
- Invited Services Review Committee
- Quality in Emergency Care Committee
- Research Committee
- Sustainable Working Practices Committee

20. Other Committees may wish to seek advice from the Nominations and Appointments Committee (NomCom) for help in recruiting and selecting their Chairs.
21. The Committee Secretary is responsible for ensuring that there is an appointed Chair in place, and the Chair and Committee Secretary together are responsible for ensuring that there are sufficient committee members, with suitable skills, to form the Committee.
22. When the Committee Secretary becomes aware that the term of the Chair is coming to an end (either because the Chair will have served the time appointed for, or because they are stepping down) the Committee Secretary will meet with the Chair of NomCom. (NomComChair@rcem.ac.uk)
23. The Secretary and the NomCom Chair together will propose the members of the Appointments Panel. The final decision on membership of the panel is with the NomCom and the NomCom Chair will be responsible for securing that decision. The decision will also include who will Chair the Appointments Panel. The retiring Chair of a committee shall not sit on the Appointments Panel for their successor, to avoid any conflict of interest, though they may provide a handover or speak with shortlisted candidates if appropriate.
24. The Secretary and the Chair of the Appointments Panel will produce a timetable to cover the following actions:
 - a. The creation of a job specification including role description and person specification.
 - b. A communications plan to ensure that the role is advertised widely and a job pack which includes at least the job specification but could also include more information on the background of the committee.
 - c. An agreement on who will administer the process (receive applications, communicate with candidates during the process etc) – this is usually the Committee Secretary.
 - d. The process for making an application (usually a CV and a two-page letter addressing the points on the person specification).
 - e. A date by which all applications must be received.
 - f. A date for the Appointments Panel to receive applications and a process for drawing up a short list. (This is usually a scoring against items on the person specification which should have been addressed in the two-page letter.)
 - g. A date for a short-listing meeting. The Panel may do their scoring and preparation beforehand, but they should meet to decide on the candidates.
 - h. A date or dates for interviews (these should be included in the Information Pack that goes out with the initial job pack). Except in the most exceptional circumstances panel members must attend all the interviews.
 - i. The creation of questions and the agreement of panel members to the questions.
 - j. The date for the panel to convene to make a decision unless this is to be

immediately after the last interview (which is preferable).

25. The Committee Secretary will:

- a. Prepare a letter of appointment for the CEO to sign.
- b. Update the IMIS Committee Records.
- c. Ask for a Conflicts of Interest declaration using this link:
http://account.rcem.ac.uk/RCEM/Webformz/Apply_WFZ_DeclarationofInterestsForm.aspx
- d. Ask for the completion of confidential demographic information into the College database using this link: <https://bit.ly/RCEM-CountMeIn>
- e. Arrange for induction and advise the Council of the appointment.

26. Once the role is accepted feedback may be offered to applicants who if they wish to receive it should be asked to schedule a call with the NomCom Chair.

Appointing a Committee Member

27. The Chair of the Committee is responsible for the process.

28. The Chair and the NomCom Chair (NomComChair@rcem.ac.uk) together will propose the members of the Appointments Panel. It would be usual for the Chair of the Committee to Chair the Appointments Panel. The Chair may wish to seek advice from the NomCom Chair on the process and the development of the role profile and person specification for the role.

29. The Chair of the Appointments Panel will produce a timetable to cover the following actions:

- a. The creation of a job specification including role description and person specification.
- b. A communications plan to ensure that the role is advertised widely and a job pack which includes at least the job specification but could also include more information on the background of the committee.
- c. An agreement on who will administer the process (receive applications, communicate with candidates during the process etc) – this is usually the Committee Secretary.
- d. The process for making an application (usually a CV and a two-page letter addressing the points on the person specification).
- e. A date by which all applications must be received.
- f. A date for the Appointments Panel to receive applications and a process for drawing up a short list. (This is usually a scoring against items on the person

specification which should have been addressed in the two-page letter.)

- g. A date for a short-listing meeting. The Panel may do their scoring and preparation beforehand, but they should meet to decide on the candidates.
- h. A date or dates for interviews (these should be included in the Information Pack that goes out with the initial job pack). Except in the most exceptional circumstances panel members must attend all the interviews.
- i. The creation of questions and the agreement of panel members to the questions.
- j. The date for the panel to convene to make a decision unless this is to be immediately after the last interview (which is preferable).

30. The Committee Secretary will:

- a. Prepare a letter of appointment for the CEO to sign.
- b. Update the IMIS Committee Records.
- c. Ask for a Conflicts of Interest declaration using this link:
https://account.rcem.ac.uk/RCEMPortal/Sign_In.aspx?LoginRedirect=true&returnurl=%2fRCEMPortal%2fDeclaration-of-Interests-form.aspx
- d. Ask for the completion of confidential demographic information into the College database using this link: <https://bit.ly/RCEM-CountMeIn>
- e. Arrange for induction and advise the Council of the appointment.

31. Once the role is accepted feedback may be offered to applicants who if they wish to receive it should be asked to schedule a call with the Committee Chair.

32. If advertising for members or Chairs proves unsuccessful the Committee may co-opt members into these positions subject to approval by the Executive Committee as stated in the bye laws.

33. For new Committees, the terms of reference will then be developed through the Committee and in the case of Committees reporting to Council come to Council for approval, and the Board for ratification. For Committees reporting to the Board the Board will decide the terms of reference.

34. For Committees in existence at the point where these Terms of Reference are approved, the existing Committee Members and Chairs may continue for the remainder of their existing term of office

Committee Secretary

35. The Committee Secretary will normally be an employee of the College who is assigned the role by the Chief Executive. Where there is no staff member available for this role then the Committee may appoint one of its number to be secretary for the meeting in question or approach the Chief Executive to seek out-sourced Committee support for minute taking or other administrative help (subject to budget availability).

36. The Committee Secretary will arrange meetings, take minutes, act as deputy budget holder and, working with the Committee Chair, prepare agendas, collate and distribute papers and advise on any governance arrangements including recruitment. The Secretary must ensure that meeting documentation is circulated no later than five working days before each meeting unless agreed otherwise.
37. Committee secretaries shall produce draft minutes of their meetings within 14 days of each meeting, and these will be circulated to all members, including ex-officio members, whether they attended the meeting or not. The draft minutes will then be sent to the Chair for approval before being circulated to the Committee.
38. The Committee Secretary is a non-voting role at the Committee. They may provide procedural advice during meetings but shall not influence decision-making.

Terms of Office

39. Terms of Office are for three years. A shorter term may be applied in exceptional circumstances, subject to approval by Council or the Trustee Board.
40. Suggested succession planning for committee Chairs is that appointment occurs 6-12 months prior to the expected handover date, with the chair elect acting as a deputy. As a chair steps down, it may be reasonable, at the discretion of the new chair, for them to act as a deputy for a further 6-12 months to facilitate continuity. This does not preclude formal appointment of another deputy should that be deemed required as part of the Terms of Reference. Succession planning discussions should be initiated by the Committee Secretary at least one year before the end of the Chair's term.
41. Where a new committee is formed consideration should be given to one of the College Executive Committee acting as a co-chair, should this be deemed beneficial. This should be reviewed after the Committee's first year to assess whether the co-chair arrangement remains appropriate.
42. Committee Members may serve up to two consecutive terms on a particular Committee, after which they shall step down unless as otherwise approved by Council, or in the case of the Audit and Risk or Executive Committee by the Trustee Board. Having stepped down for one term of office they may reapply after that. If during a term of office, a Committee Member becomes a Chair then the following paragraph applies and the rules under this paragraph are disregarded. Reappointments must be recorded formally by the Governance Manager.
43. Subject to the Bye Laws, Chairs of Committees shall normally serve for an initial term of office following their appointment, after which they may offer themselves for re-appointment in competition with others. If re-appointed, they may serve for a further term, after which they will not be eligible to stand for the post in question but may sit on the Committee as a member for a further term subject to Council approval. Any extension beyond this period requires written approval from the Trustee Board, setting out the exceptional circumstances.
44. RCEM Role Holders are appointed to Committees for their term of office and on a change of office holder the position rotates with the office not the individual. Outgoing role holders must ensure a proper handover to their successor.

Committee Composition

45. The composition of a committee is determined by Council or the Board of Trustees, as set out in each Terms of Reference. Unless otherwise stated in the Terms of Reference the number of Committee Members shall not exceed 12 persons including the Chairperson. Where broader representation is required, this must be justified in writing to the Governance Manager and proved by Council or the Trustee Board.
46. In the absence of the Chair, a Deputy, either by appointment by the Chair or nominated from amongst the Committee Members present shall act as Chair for that meeting and may vote at that meeting.
47. Individuals standing on Committees have a personal responsibility to be present (either in person or through appropriate media) for two thirds of all meetings. Such individuals are expected to take on a stream of work such as preparing documents, gathering information, attend meetings, providing Royal College approved advice to individuals or organisations and to complete activities in a timely fashion. Council or the Trustee Board may remove Committee Members who fail to meet these requirements.
48. The following role holders may attend any Committee meeting of the College as an ex-officio member: President, Trustees, Vice Presidents, Dean, Treasurer and Chief Executive (or nominated deputy) and by agreement with the Chief Executive the Directors of Corporate Services, Education and Engagement & External Affairs. Ex-officio members have full speaking rights but do not count towards quorum unless explicitly stated in the individual Terms of Reference.
49. Consideration should be given, upon formation of a new committee, as to whether specific representation from EMTA, EMSAS, ACP Forum or from EDI/GEC is required. This should be balanced against the practicalities of fielding such representatives in multiple forums and of narrowing opportunities for participation amongst the wider membership. Committees should periodically review representation to ensure diversity and balance.

Quorum

50. Unless otherwise stated in the terms of reference or elsewhere in the governing documents:
 - a. the quorum shall include the Chair or nominated Deputy and those present in person and those using an electronic communication method to join the meeting;
 - b. for a Committee the quorum shall be at least half the number of Committee Members of that Committee, whether they are present or not. Where attendance drops below quorum during a meeting, decisions must be deferred until a quorate session can be reconvened.

Conducting Business

51. To conduct business and make decisions Committee members will either be present in person or using electronic conferencing facilities, or where this is not practical decisions may be made by email or other electronic media. Any decision made outside of a committee meeting for example by email, should be reported at the next

meeting for record keeping purposes. All such decisions must be clearly documented by the Secretary with confirmation from the Chair.

52. Decisions will normally be made by agreement, but where a vote is necessary this will be indicated by a show of hands or a suitable electronic equivalent. In the event of a tie the Chair has a deciding vote. In the absence of the Chair, a Deputy nominated either by the Chair or from amongst the Committee Members shall act as Chair for that meeting and may vote at that meeting. The outcome of any vote must be minuted clearly, including the number for, against, and abstaining.
53. Individuals standing on Committees have a personal responsibility to take on a stream of work such as preparing documents, gathering information, providing Royal College approved advice to individuals or organisations and to complete activities in a timely fashion. Progress against agreed actions should be reviewed at each meeting and recorded in the action log.
54. Chairs action can be used for routine decisions where there is no monetary impact, and a delay would be detrimental to the interest of the committee. All Chair's actions must be documented and reported to the next meeting for ratification.

Risk Management

55. All Committees and Working Groups shall advise the CEO via Governance Manager and Chair of Audit & Risk Committee of their assessment of the risks that they are running for the College including details of what action is being taken to mitigate the risks. This enables the Audit & Risk Committee to add relevant items to the College Risk Register. Committees must review their risks at least annually and update the Governance Manager following any changes.
56. Committees should ensure that key risks, mitigating actions and dependencies are recorded in their annual work programme and reported upwards through their Cluster Responsible Officer

Academic Committee

Reports to

The Academic Committee reports to Council.

Aim

The Academic Committee is strategic in outlook, providing a forum to facilitate and encourage the development of academic strategy and discuss and promote academic developments, whether internally driven or externally.

Objectives

The Academic Committee has responsibility and accountability for Academic Cluster to the College Council. Its key objectives are:

- Reviewing and updating the Academic Strategy
- Setting priorities for deliverables within Academic Strategy for its lifecycle
- Reviewing and responding appropriately to external initiatives and developments
- Overall responsibility for delivery of the strategy through the other committees / groups
- Developing and supporting College Membership
- Approval and endorsement of Academic policies
- Advise the College Council on Academic matters
- Ensure the College meets the General Medical Council Standards for Postgraduate Medical Curricula, Excellence by Design

Membership

Permanent membership of the Committee comprises:

- Dean (Chair)
- Vice President(s)
- Director of Education (Committee Secretary)
- Chair of Training Standard Committee
- Chief-Examiner
- Chair of the Recruitment and Careers Committee
- Chair of Research Committee
- Chair of Educational Resources Committee
- Chair of Global Emergency Medicine Committee
- EMTA Representative
- EMSAS Representative
- ACP Representative
- Chair of ACP Credentialling Committee
- Lay Group Representative

In attendance:

- Associate Director of Exams Head of Training
- Digital Content Manager
- Head of International
- Head of Marketing and Events
- Head of Education Transformation
- Research

Occasional members:

- Chairs of various working groups
- Experts seconded by either the Dean or Council

Responsibilities Strategy

- To set and maintain an academic strategy that sets out a vision for RCEM as a place for authoritative thinking, world leading expert in Emergency Medicine discipline across, curriculum, research, examinations, careers and educational resources.

Training Standards

- To maintain and update the Royal College Curriculum to GMC Excellence by Design Standards and new clinical guidance
- To integrate curriculum development with Royal College examinations and educational resources
- To integrate the Curriculum into EM training
- To maintain and develop the ePortfolio to ensure it reflects and supports the Curriculum and developments in EM training and assessment
- To establish and track data from eportfolio and membership databases to inform workforce planning and intelligence.

Examinations

- To arrange and provide oversight of all examinations
- To recruit and train examiners and maintain high standards of examiner conduct
- To provide quality assurance of the content and standards of the exams
- To provide feedback to candidates and reports to Council
- To maintain up to date Royal College examination regulations
- To working with the TSC in linking EM training and assessment
- To establish and maintain the procedures that govern the College's examinations.
- To integrate curriculum development with Royal College examinations and supporting educational resources
- To liaise with other international partners to develop and quality assure Emergency Medicine examination development with a robust and sustainable strategy and oversight.

CPD

- To identify training and educational needs for Fellows and Members
- To develop educational strategies and guidance to meet these needs including working with the Research Committee and contributing to the National Conferences
- To support appraisal for Fellows
- To support recertification for Fellows

Education Research

- To develop an evidence-based foundation for the Royal College's curriculum, training, examinations and educational resources

Education Resources

- To develop educational resources to support the education and training needs of the College Membership and Fellowship.
- To integrate curriculum development with Royal College examinations and supporting educational resources to ensure content is relevant and up to date.
- To develop and provide technology enhanced educational resources inline with wider sector developments.

International

- To liaise with other countries regarding Emergency Medicine examinations and curriculum development and create a robust international strategy for global curriculum development.

Careers

- To coordinate all activities aimed at developing, promoting and monitoring recruitment and careers information for students and doctors in training grades, and those working in Emergency Medicine, on behalf of the College.

Meetings

Meetings are held up to four times a year and where possible they should be arranged to coincide with other RCEM committee meetings.

The quorum for this Committee shall be three members, plus the Dean.

Training Standards Committee

Reports to

The Training Standard Committee reports to the Academic Committee.

Aim

The Training Standards Committee has responsibility for translating the Royal College's aims for specialty training in EM into working systems throughout the UK across the EM workforce.

Responsibilities

Training

- Develop the content and structure of the EM training programme
- To integrate the Curriculum(s) into EM training
- Oversee the enrolment of EM trainees
- Recommend trainees to the GMC for specialist registration
- Monitor the progress of trainees' CCT recommendations
- Provide feedback on the function of the ePortfolio to support training activities
- To establish and track data from ePortfolio and membership databases to inform workforce planning and intelligence.

Quality

- Work with Post-Graduate Deaneries and the GMC, and offer advice, to set the standards for the approval of departments for EM training
- Agree processes by which external assessors can be provided to participate in ARCP panels and Deanery quality visits
- Compile and submitting the annual specialty report on training to the GMC

Medical Training Initiative

- Agree the standards for GMC registration via the sponsorship route and administering sponsorship applications.

Oversee the work of the following Committees in relation to the responsibilities

listed below:

Curriculum Sub-Committee

- Support the work of the Curriculum Sub-Committee to update and develop the curriculum
- Ensure that impact and guidance to trainee's and training supervisors is considered

Recruitment Committee

- Work with HEE and the devolved equivalents to compile the person specifications for entry to EM specialty training
- Work with HEE and the devolved equivalents, other Royal Colleges and Deaneries to manage recruitment, including national recruitment to specialty training for the College.

Portfolio Pathway Committee

- Ensure that the evaluation of applications for specialist registration in EM by the Certificate of Eligibility for Specialist Registration route meets the required standards
- Monitor the posts and pathways recognised for entry to training for Portfolio Pathway
- Provide support for the introduction of new standards determined by the GMC

Advance Clinical Practitioners Credentialing Committee

- Ensure that the credentialing of Emergency Care Advance Clinical Practitioners meets the required standards
- Monitor the evaluation of potential developments for Emergency Care Advance Clinical Practitioners
- Provide support for the introduction of equivalency with HEE work for the RCEM credentialing process

Membership

- Chair of Training Standards Committee
- TSC Vice-Chair, Portfolio Pathway Committee Chair
- TSC Vice-Chair, ACP Credentialing Committee
- TSC Vice-Chair, Curriculum Sub-Committee Chair
- TSC Vice-Chair, Chair of Recruitment Committee
- Vice-President (Education)
- TSC Quality Lead
- HST Lead
- ACCS Lead
- DRE-EM Lead
- MTI Lead
- Regional Heads of School/Heads of Training; including Wales, Scotland and Northern Ireland
- RCPCH Representative
- Paediatric Emergency Medicine Lead
- Pre-Hospital Emergency Medicine Representative
- Intensive Care Medicine representative who must be an emergency physician nominated by the Faculty of Intensive Care Medicine
- EMTA Representative(s)
- EMSAS Representative(s)
- Lead Postgraduate Dean
- President of the Royal College

- Dean
- Director of Education
- Lay Representation
- Head of Training

In attendance:

- Head of Examinations
- ePortfolio Manager
- eLearning Manager
- Head of International
- EDI Committee Representative (as required)

Meetings

The committee meets four times a year. All members should endeavour to attend but deputies can be sent with the agreement of the Chairperson.

The quorum for this Committee shall be three members, plus the Chair of Training Standards Committee.

Advancing Clinical Practitioners Credentialing Committee

Reports to

The Advanced Clinical Practitioners Credentialing Committee reports to the Training Standards Committee.

Aim

The aim of the Advanced Clinical Practitioner Credentialing Committee is to develop, plan, evaluate and quality assure the credentialing of Emergency Care Advanced Clinical Practitioners.

Responsibilities

- To review and maintain the Curriculum for Emergency Care Advanced Clinical Practitioners
- To review, maintain, develop and quality assure the ECACP Assessment Structure and Credentialing Process
- To develop and maintain ECACP protocols, guidelines and other documentation as necessary
- To ensure that the ePortfolio and IT mechanisms that support the ECACP processes are fit for purpose and offer an excellent user experience for both ECACPs and accessors
- To integrate curriculum developments with existing ECACP processes and guidance
- To provide regular reports on the health of ECACP progress to relevant College committees
- To develop and maintain ECACP guidelines and supporting communication
- To respond to external requests for curriculum changes or advice

Membership

- Chair
- ACP Curriculum Lead
- College of Paramedics representative
- Royal College of Nursing representative
- Chair of the RCEM Training Standards Committee
- Consultant Nurse Representative
- Trainee ACP Representative
- Credentialed ACP Representative
- Two RCEM Ordinary Fellows
- CSC Representative
- ACP and PA Training Officer

Optional Attendees

- Dean (ex officio)
- Director of Education
- Vice-President Education
- Head of Training

In attendance:

- ePortfolio Manager
- eLearning Manager

Meetings

The committee meets three times a year. All members should endeavour to attend but deputies can be sent with the agreement of the Chairperson.

The quorum for this Committee shall be three members, plus the Chair of the Clinical Advance Practice Credentialling Committee.

Portfolio Pathway Committee

Reports to

The Portfolio Pathway Committee reports to the Training Standards Committee. This Committee was formally known as the CESR Committee.

Aim

The Portfolio Pathway Committee has responsibility to develop, plan, evaluate, publicise and quality assure the Certificate of Eligibility for Specialist Registration standards for the College.

Responsibilities

- To develop and maintain Portfolio Pathway processes and protocols across all standards and pathways
- To liaise with other Royal Colleges, Faculties and Intercollegiate groups as appropriate in relation to Portfolio Pathway activity
- To produce and comment on workforce data in line with Portfolio Pathway applications and trends
- To ensure that the ePortfolio and IT mechanisms that support the Portfolio Pathway processes are fit for purpose and offer an excellent user experience for both candidates and evaluator
- To integrate curriculum requirements and developments with existing Portfolio Pathway processes and guidance
- To provide regular reports on the health of the Portfolio Pathway progress to relevant College committees
- To develop and maintain Portfolio Pathway guidelines and supporting communication
- To respond to external request to standard changes
- Promote Portfolio Pathway Evaluator, Leads/Supervisor, Applicant days and the Portfolio Pathway report on the outcomes of these days

Membership

- Chair (Co-Chairs) of Portfolio Pathway Committee
- CSC Representative
- EMSAS Representative x 2, 1 of which should be a current CESR applicant*
- RCEM Portfolio Pathway/CCT members x 2
- Senior Training Officer (Committee Secretary)
- EDI/GEC Representative
- Lay Representative

Optional Attendees

- Dean (ex officio)
- Director of Education
- Vice-President Education

In attendance:

- Head of Training
- Training Manager
- eLearning Manager

*either a current or recent Portfolio pathway applicant

The Committee may, subject to agreement by its members, be chaired either by a single Chair or jointly by two Co-Chairs.

Meetings

The committee meets four times a year. All members should endeavour to attend but deputies can be sent with the agreement of the Chairperson.

The quorum for this Committee shall be three members, plus the Chair of the Portfolio Pathway Committee. Where there are Co-Chairs, one Co-Chair must be in attendance.

Curriculum Sub Committee

Reports to

The Curriculum Sub-Committee reports to the Training Standards Committee.

Aim

The Curriculum Sub-Committee has responsibility to review and maintain the Curriculum for training in Emergency Medicine and, as a result, has delegated powers from Council to decide on the content and nature of the Curriculum.

Responsibilities

- Maintain and update the Royal College Curriculum to GMC Excellence by Design Standards and new clinical guidance
- Liaise with other Royal Colleges, Faculties and Intercollegiate groups including the Intercollegiate Committee for ACCS training
- Consult on proposed curriculum changes
- Prepare Curriculum changes for submission to GMC via annual CAG process
- Respond to external requests for curriculum changes
- Integrate curriculum development with Royal College examinations and educational resources
- Implement change and undertake evaluation of that change via ePortfolio
- Provide information as required for the annual specialty report to the GMC
- Develop a WPBA strategy to support the implementation of the curriculum via ePortfolio
- Lead on the review of the curriculum in line with GMC guidelines and requirements
- Provide support to other committees on curricula issues

Membership

- Chair of Curriculum Sub-Committee
- ACCS Trainer Representative
- HST Trainer Representative
- Paediatric EM Trainer Representative
- Pre-Hospital EM Trainer Representative
- Curriculum Development Lead (appointed via TSC)
- Four ordinary fellows
- EMTA HST representative (nominated/elected by EMTA)
- EMTA ACCS Trainee Representative (as appointed to Intercollegiate Committee for ACCS Training)
- Lay Representative
- Head of Training

Optional Attendees

- Dean (ex officio)
- Director of Education

In attendance:

- Head of Quality and Standards
- ePortfolio Manager
- eLearning Manager

Meetings

The committee meets four times a year. All members should endeavour to attend but deputies can be sent with the agreement of the Chairperson.

The quorum for this Committee shall be three members, plus the Chair of Curriculum Sub-Committee.

Examinations Committee

Reports to

The Exams Committee reports to the Academic Committee.

Aim

The Exams Committee has responsibility for the Royal College exam provision across speciality training.

Responsibilities

- To arrange and provide oversight of all examinations
- To recruit and train examiners and maintain high standards of examiner conduct
- To provide quality assurance of the content and standards of the exams
- To provide feedback to candidates and reports to Council
- To manage the Royal College Examination Regulations
- To working with the TSC in linking EM training and assessment
- To establish and maintain the procedures that govern the College's examinations.
- To integrate curriculum development with Royal College examinations and supporting educational resources
- To liaise with other international partners to develop and quality assure Emergency Medicine examination development with a robust and sustainable strategy and oversight.

Membership

Membership of the Committee comprises:

- Chair of the Exams Committee (Chief Examiner)
- Lead Examiner MRCEM Primary
- Lead Examiner MRCEM Intermediate SBA
- Lead Examiner MRCEM OSCE
- Lead Examiner FRCEM Final SBA
- Lead Examiner FRCEM OSCE
- Lead for Examiner Development
- Deputy Lead Examiner MRCEM Primary
- Deputy Lead Examiner MRCEM Intermediate SBA
- Deputy Lead Examiner MRCEM OSCE
- Deputy Lead Examiner Final SBA
- Deputy Lead Examiner FRCEM OSCE
- Deputy Lead for Examiner Development

- EMTA Representative(s)
- EMSAS Representative(s)
- Lay Representation
- Dean
- Director of Education
- Head of Exams
- Head of Quality and Standards
- Head of Psychometrics

In attendance:

- Exams Operations Manager (Systems and Processes)
- Candidate Team Manager
- OSCE Delivery Manager
- Exam Policy and Appeals Officer
- Head of Training

Meetings

The committee meets four times a year. All members should endeavour to attend but deputies can be sent with the agreement of the Chairperson.

The quorum for this Committee shall be three members, plus the Chair of the Exam Committee.

Recruitment and Careers Committee

Reports to

The Recruitment and Careers Committee reports to the Academic Committee.

Aim

To coordinate all activities aimed at developing, promoting and monitoring recruitment and careers information for students and doctors in training grades, and those working in Emergency Medicine, on behalf of the College.

Responsibilities

- Examine recruitment and retention data; including ACCS data
- Define data analysis requirements for the Workforce Psychology Group in relation to recruitment and retention
- Monitor and improve relations and activities across MSRA question writing
- Develop material for use in national and local careers fairs
- Maintain the careers section of the College website
- Collaborate with BMJ careers, NHSE WTE and other national bodies over publicising the careers
- Collaborate with foundation schools and universities in providing material and promoting EM as a career
- To monitor attrition and provide information on exit reasons, in conjunction with TSC
- To support career development for staff grade, locally employed doctors and ACPs in emergency medicine
- Work with NHSE WTE and the devolved equivalents to compile the person specifications for entry to EM specialty training
- Work with NHSE WTE and the devolved equivalents, other Royal Colleges and Deaneries to manage recruitment, including national recruitment to specialty training for the College
- Work with NHSE WTE to Manage (including monitoring) the review, planning & advertising of the recruitment cycle via NHSE WTE & RCEM channels.
- Analyse annual recruitment data, trainee progression and performance to enable trends and data based decisions to be made.
- Ensure RCEM website information on recruitment remains accessible, up to date and accurate
- Liaise with Medical and Dental Recruitment and Selection (MDRS), NHSE WTE national recruitment teams, educational psychologists, other Royal Colleges, Faculties, and Intercollegiate groups
- Influence recruitment numbers/sustainability/expansion of speciality where possible, in conjunction with TSC
- To develop a network of local careers advisors in each LETB/Deanery
- To work with college conference organisers to develop careers workshops
- Liaise with PSC over sustainability and the workforce strategies
- Conduct any other careers activities at the request of the College Academic Committee

Membership

- Chair(s) of the Recruitment and Careers Committee
- EMTA Representative x 2
- Foundation Doctors x 2
- ACP Representative Forum x 2

- EMSAS Representative x 2
- Dean
- VP Education
- Chair of TSC
- ACCS Recruitment Lead
- DRE-EM Recruitment Lead
- Director of Education
- Head of Training
- Lay Representative

Meetings

The committee meets four times a year. All members should endeavour to attend but deputies can be sent with the agreement of the Chairperson(s).

The quorum for this Committee shall be three members, plus the Chair of the Committee.

Education Resource Committee

Reports to

The Educational Resources Committee reports to the Academic Committee.

Aim

The aim of the Educational Resources Committee is to oversee the provision of the College's educational resources for all members and fellows.

Responsibilities

- To develop educational resources to support the education and training needs of the College Membership and Fellowship; including the College Conferences and study days
- To integrate curriculum development with Royal College examinations and supporting educational resources to ensure content is relevant and up to date
- To develop and provide technology enhanced educational resources in line with wider sector developments

Membership

Membership of the Committee comprises:

- Chair of the Educational Resources Committee
- President
- Vice-President
- Treasurer
- Dean
- Appointed Members and Fellows x 10
- Director of Education
- Events Manager
- EMTA Representative
- EMSAS Representative
- EDI Committee Representative
- WEMSIG Representative
- eLearning Manager

Meetings

The committee meets four times a year. All members should endeavour to attend but deputies can be sent with the agreement of the Chairperson.

The quorum for this Committee shall be three members, plus the Chair of the Educational Resources Committee.

eLearning Sub-Committee

Reports to

The eLearning Committee reports to the Educational Resources Committee.

Aim

Responsibilities

- To develop eLearning resources to support the education and training needs of the College Membership and Fellowship
- Ensure the eLearning solutions are aligned with its curriculum and member/user expectations and requirements
- To integrate curriculum development with relevant committees to ensure content is relevant and up to date
- To develop and provide technology enhanced educational resources in line with wider sector developments

Membership

Membership of the Committee comprises:

- Chair of eLearning Committee
- Creative Lead
- Chair of the Educational Resources Committee
- Dean
- Director of Education
- eLearning Manager
- Content Editors - (Blogs, Clinical Cases, Learning Sessions, Podcasts, Research, SBA, ERB)
- EMTA Representative
- EMSAS Representative
- ACP Representative

Meetings

The committee meets four times a year. All members should endeavour to attend but deputies can be sent with the agreement of the Chairperson.

The quorum for this Committee shall be three members, plus the Chair of the eLearning Committee.

Ultrasound Education and Training Sub-Committee

Reports to

The Ultrasound Committee reports to the Educational Resources Committee.

Aim

The aim of the Ultrasound Committee is to develop resources to support the delivery of ultrasound competences within the EM curriculum including preferred methods of assessment.

Responsibilities

- Develop point of care ultrasound skills (PoCUS) competences within the curriculum.
- Ensure PoCUS is clearly identified within the curriculum as a training/assessment tool at any point of revision of the curriculum
- Advise the Training Standards Committee in the quality assurance of high quality training for Emergency Physicians
- Work with other groups within the College to update existing and develop a range of resources over and above in PoCUS training, to support the delivery of the curriculum including skills maintenance for trainers
- To inform Educational Resources Committee of updates in relation to ultrasound
- Advise exam and ePortfolio Team of developments in ultrasound assessments
- Consult on ultrasound inclusion in any proposed programme of learning
- Address regional variation in the assessment of competences of ultrasound and maintain oversight

Membership

Membership of the Committee comprises:

- Chair of the Ultrasound Committee
- PEM Lead
- Chair of the Educational Resources Committee
- eLearning Manager
- RCEM Course Leads
- Head of School Representation
- EMTA Representative
- EMSAS Representative
- ACP Representative
- Lay Advisor Representative
- Two Ordinary Fellows

Invited Members:

- Dean

- Director of Education
- Chair of TSC
- Chair of Curriculum Sub-Committee

Meetings

The committee meets four times a year. All members should endeavour to attend but deputies can be sent with the agreement of the Chairperson.

The quorum for this Committee shall be three members, plus the Chair of the Ultrasound Committee.

Global Emergency Medicine Committee

Reports to

The Global Emergency Medicine Committee reports to the Academic Committee.

Aim

The aim of the Global Emergency Medicine (GEM) Committee is to establish RCEM as a world-leader in the advocacy and development of GEM that is clinically excellent, evidence-based, compassionate and equitable.

Responsibilities

Governance

- Provide oversight of the governance GEM programmatic work undertaken on behalf of the College.
- Ensure alignment of GEM activities with RCEM's strategic priorities and compliance with international standards for emergency care.
- Provide guidance and support for the development and implementation of the GEM strategy.
- Contribute to the alignment and delivery of the key RCEM strategies including International Membership strategy and Academic strategy, promoting engagement with and support for international members.

Advocacy

- Contribute to the implementation of key World Health Assembly (WHA) resolutions by supporting the global EM community in achieving their goals of universal health coverage and improved emergency care systems, including but not limited to:
 - WHA Resolution 76.2: Integrated emergency, critical, and operative care for universal health coverage and protection from health emergencies.
 - WHA Resolution 72.16: Emergency care systems for universal health coverage, ensuring timely care for the acutely ill and injured.
- Advocate for the development and maintenance of EM services in low-resource settings and regions affected by disaster and/or conflict.
- Support and champion initiatives worldwide that align with RCEM values, fostering partnerships and networks that enhance global emergency care systems.
- Promote awareness and understanding of the critical role of emergency care in achieving universal health coverage, particularly among policymakers, donors, and international organisations.

Education and Curriculum Development

- To support the response to international requests to RCEM for localised EM curriculum development
- To provide guidance to the examination team with respect to overseas exam provision upon request
- To Provide advice and recommendations for members to work internationally through the College website and newsletters, EMJ, social media and GEM days at the college
- Promote participation in bi-directional learning collaborations, observer fellowships, research projects, and capacity-building efforts to expand opportunities for healthcare professionals to contribute to and learn from GEM initiatives.
- Work with relevant College Committees to support and encourage GEM OOPes (where possible considered for training) including academic, clinical and managerial opportunities (including humanitarian work)

- Work with the RCEM curriculum sub-committee to integrate relevant global health competencies into any new iterations of the UK RCEM EM curriculum
- Liaise with equivalent global health committees of other Royal Colleges and relevant bodies, including international EM societies and professional bodies
- Influence the quality of care in Emergency medicine internationally by sharing and promotion of good practice, standards and quality improvement projects including supporting the development of resources for EM systems globally

Representation and Network Building

- Provide a network for RCEM members and fellows involved in GEM
- Promote global EM activities to RCEM members and fellows
- Support the inclusion and professional development of International Medical Graduates (IMGs) through initiatives such as the Medical Training Initiative (MTI) programme, fostering skills transfer and building capacity in underserved regions.

Membership

Membership of the Committee comprises:

- Chair of the Global Emergency Medicine Committee
- Director of Education
- Dean
- Head of International
- EMFP/EM core Lead
- MTI Lead
- Lay Representative
- Research representative
- Equality, Diversity & Inclusion Committee representative
- Gender Equity Committee representative
- EMTA representative
- EMSAS representative
- Phasing of 8 representatives with experience in global health work in LMIC resource settings to 4-6 with focus on regions – Asia, MENA, East Africa, West Africa
- Curriculum representative
- Relevant College Officers as and when required

In attendance:

- Other College staff as appropriate

Meetings

The committee meets four times a year. All members should endeavour to attend but deputies can be sent with the agreement of the Chairperson.

The quorum for this Committee shall be three members, plus the Chair of the Global Emergency Medicine Committee.

Physicians Associates SLWG

Reports to

This Physicians Associates Short Life Working Group reports to Academic Committee and sits in the Academic Cluster. It has the following terms of reference.

Remit

To develop for Council approval a strategy that outlines what the College offering for Physicians Associates could be, this to include aspects of capacity and supervision. There will be a need to also review and suggest improvements to the published material the College has in place.

Membership

To include:

- Chair: The Dean
- Vice President Education
- Director of Education
- Two Fellows who are to be consultant representatives
- EMTA representative
- EMSAS representative
- ACP representative
- Faculty of Physicians Associate representative
- Lay Group Representative
- Other individuals with specific expertise can be co-opted onto the Working Group subject to budget

Ex-officio members include the Head of Training, Curriculum Operations Manager, Senior Training Officer, Director of Engagement & External Affairs (or nominated deputy).

Meetings

The group intends to meet as and when business requires by video conference call or in person.

The quorum shall be 50% of the voting members whether they are present at that meeting or not.