



**RCEM**  
Royal College  
of Emergency  
Medicine

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## **RCEM Quality Assurance & Improvement Committee Co-Chair (Honorary Post)**

**The College is looking for a Co-Chair to join the Committee alongside the current Chair**

### **Accountable To:**

RCEM Quality in Emergency Care Committee (QECC) Co-Chairs, RCEM Clinical Quality Cluster Chair and RCEM Council.

### **Key Working Relationships:**

As Co-Chair of this Committee you will work closely with the Quality Improvement Programme (QIP) Topic Leads, the QECC Co-Chairs and the Clinical Quality Cluster Chair. The role will also involve working closely with RCEM's Clinical Quality Team.

### **Committee Remit:**

1. To develop clinical standards and improvement tools for measuring and improving the quality of care delivered by the speciality of Emergency Medicine.
2. To run the national quality improvement (QIP) programme of the Royal College and send the National report, as well as reports of the individual and comparative results to participating departments.
3. To advise the NHS, NICE, DOH, CQC, the Royal Colleges and other national bodies who have an interest in the quality of care in Emergency Departments.
4. To develop and maintain the RCEM Standards, Clinical Audit, and Quality Improvement sections of the Royal College website.

### **Role Purpose:**

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

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

As Co-Chair you will be expected to:

- Chair three virtual committee meetings via Zoom per year (expected to be in January, April and October of 2026) and one in-person meeting in London per year (expected to be in July of 2026).
- Chair Monthly virtual Risk Register Meetings via Zoom.
- Represent the College at meetings of external organisations or agree with committee member(s) for them represent the College.
- Ensure the College is appropriately represented on national bodies that relate to QA&I.
- Supervise the national audit programme.
- Co-ordinate the development of clinical standards and audit tools for the speciality.
- Make decisions on behalf of the Committee and escalate any concerns.

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

Incorporated by Royal Charter, 2008  
Registered Charity Number: 1122689

VAT Reg. No: 173205823  
Scottish Charity Number: SC044373

- Provide verbal and written reports to QECC.
- Liaise with DOH, HCC and other relevant Royal Colleges.
- Draft an annual Committee Work Plan for RCEM Council.
- Contribute to RCEM's Annual Report publication.
- Adhere to the [RCEM Code of conduct](#)

**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 Emily Lesnik 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 following shortlisting of applications.

Please note that interviews are likely to be carried out via video conference. The deadline for applications is 16<sup>th</sup> April 2026.

## Attachment of Personal Spec and FAQs:

### Person Specification

**Practical experience and skills:** The role would suit a Member of RCEM who has a demonstrable interest in **Quality Improvement in Emergency Medicine**.

| Essential  | Desirable   |
|--|---|
| <b>Practical experience and skills</b>   |   |
| <ul style="list-style-type: none"><li>• Current Consultant in emergency medicine</li><li>• Demonstrable interest and expertise in standards and audit</li><li>• Excellent verbal and written communication skills</li><li>• Knowledge of Quality Improvement methods and techniques</li><li>• Familiarity with data analysis</li></ul>           | <ul style="list-style-type: none"><li>• Demonstrable interest in big data and performance improvement</li><li>• Excellent knowledge of developments in the emergency medicine field</li><li>• Evidence of continuing personal development</li><li>• Publications in Quality Improvement</li></ul> |
| <b>Personal Qualities</b>  |   |
| <ul style="list-style-type: none"><li>• Attention to detail</li><li>• Ability to multi-task and prioritise</li><li>• Self-motivated and innovative</li><li>• Ability to motivate others</li><li>• Good interpersonal skills</li><li>• Professional manner and appearance</li><li>• A commitment to upholding the organisation's values</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 [quality@rcem.ac.uk](mailto:quality@rcem.ac.uk)