

# Curriculum Sub-Committee (CSC) Chair

## Job Description

### Responsible to

Training Standards Committee (TSC)

### Key working relationships

Dean, Vice Presidents, TSC Chair and members, Chief Examiner, Heads of Schools, College Tutors, RCEM Training and Quality teams, GMC, AoMRC, and other Royal Colleges and Faculties.

### Job Purpose

The Curriculum Sub-Committee (CSC) Chair is responsible for leading the development, delivery and continuous improvement of the Emergency Medicine curriculum. The post-holder will ensure the curriculum meets General Medical Council (GMC) requirements and supports high-quality training across the UK. They will oversee the work of the Curriculum Sub-Committee and act as the College's lead on curriculum matters, working closely with the Training Standards Committee and other stakeholders.

The post-holder will also support the development and integration of emerging technologies, including artificial intelligence (AI) within the curriculum.

# Responsibilities

## Key Responsibilities

### Leadership and Governance

- Chair meetings of the Curriculum Sub-Committee (four per year) and ensure effective conduct of business.
- Provide strategic leadership for curriculum development and implementation.
- Report regularly to the Training Standards Committee and escalate risks or issues as required.

### Curriculum Development and Oversight

- Lead the review, maintenance and development of the Emergency Medicine curriculum in line with GMC *Excellence by Design* standards.
- Oversee the development of curriculum content, structure and assessment strategy.
- Ensure curriculum changes are prepared and submitted to the GMC via the CAG process.
- Ensure the curriculum and assessment strategy reflect developments in medical education, including the appropriate use of emerging technologies such as AI

### Quality Assurance and Evaluation

- Oversee implementation of curriculum changes and evaluation through the ePortfolio and other mechanisms.
- Ensure appropriate assessment strategies are in place to support curriculum delivery.
- Contribute to the annual specialty report to the GMC.

### Stakeholder Engagement

- Liaise with other Royal Colleges, Faculties and intercollegiate groups, including ACCS partners.
- Work collaboratively with the Chief Examiner and other College leads to ensure coherence across training.
- Support recruitment and development of committee members where required.

### Representation

- Represent the Curriculum Sub-Committee at the Training Standards Committee.
- Represent the College on relevant internal

committees (for example, the Portfolio Pathway Committee) to support alignment of curriculum and training pathways.

- Represent the College on curriculum matters at national meetings and with external stakeholders where appropriate.

### Term of Office

The term of office will normally be three years, with the option to apply for a second and final term subject to approval.

### Appointment

Applications must be submitted in writing (no more than 500 words) outlining relevant experience and how the applicant meets the person specification below.

Selection will be based on the strength of application and interview and will be reviewed by the Dean, a College Officer and member of RCEM Training staff.

### Place of work

While the College is based in London, most duties will be carried out remotely via video conferencing, email and telephone, with occasional travel required.

### Hours of work

It is estimated that this post will take approximately 6–8 hours per week, including preparation, meetings and related activity.

Attendance at CSC up to four meetings (1 day each) per year, one of which is held face-to-face.

Anyone wishing to stand for the post will need to discuss this issue with their clinical colleagues and employers. NHS Trusts and Foundation Trusts are reminded that the NHS allows such special leave as it is in the interests of the NHS.

## **Remuneration and Expenses**

The post is honorary. Reasonable expenses for travel and subsistence will be payable on production of receipts and vouchers. As with all travel on College business, the Chair will be expected to travel in accordance with the College policy.

# Values

## Respect each other's experience.

We celebrate the rich diversity of the RCEM ecosystem - employees, members and stakeholders. We respect each other's experience, meeting each other with dignity and humanity at all times.

## Act with integrity, always.

We hold ourselves to the highest ethical standards, fostering trust and transparency within our College and with our members.

## Collaborate for growth.

We know that teamwork and initiative are the key to achieving our strategic aims, and we actively seek opportunities to work together and leverage our diverse perspectives.

## Innovate relentlessly.

We create the conditions for a culture of continuous improvement, nurturing creativity and the pursuit of new ideas to drive positive change within our organisation.



### This comes to life when we:

- Each contribute actively to strengthening a culture where different perspectives are expressed, encouraged and heard.
- Treat colleagues, members and stakeholders as valued equals.
- Do our best to be present for each other, interacting in an open and transparent manner.
- Acknowledge & challenge inappropriate behaviours and practices, offering support and seeking solutions.



### This comes to life when we:

- Do what we say we will do, communicating clearly and openly.
- Take responsibility and accountability for our actions, celebrating when things go well and staying curious about how we can learn from mistakes.
- Demonstrate patience and flexibility, even when things don't quite go to plan.
- Commit to a strong work ethic, striving to produce high quality work that is consistently delivered on time.



### This comes to life when we:

- 'Collaborate by default', continually looking for ways in which we can join forces with colleagues, members and stakeholders to meet the College's objectives.
- Pay attention to the quality of our relationships, cultivating connection and fostering a positive working environment grounded in respect and integrity.
- Ask for feedback, reflect on it and learn from our personal and collective experiences.



### This comes to life when we:

- Identify creative ways to optimise our resources by planning ahead and anticipating organisational, operational and customer needs and demands.
- Anticipate and welcome change as an inherent part of a growing, evolving organisation, and meet this change with hope and optimism.
- Acknowledge the importance of psychological safety as a prerequisite for innovation, actively encouraging risk-taking and creating a 'no-blame' culture.
- Have the courage to step outside our comfort zones, learning new skills and trying new approaches.
- Prioritise sustainable solutions, with choices that are in the long term interest of the College and our organisational objectives.
- Embrace the value of automation, by refining and automating processes - personally and operationally - wherever possible, to improve efficiency and effectiveness.

# Person Specification

## Essential

## Desirable

### Qualifications

- Fellow of the College
- On the GMC Specialist Register for Emergency Medicine

### Practical experience

- Current substantive consultant in emergency medicine
  - Significant experience in medical education and training
  - Experience of curriculum development or assessment design
- Experience of serving as a College Training Lead
  - Experience working with GMC processes (e.g. CAG submissions)  
Examiner or involvement in assessment strategy

### Skills

- Excellent verbal and written communication skills
- IT skills (proficient in Word and Excel)

### Knowledge

- Detailed knowledge of EM training programmes
  - Knowledge of curriculum design and quality assurance processes
  - Awareness of the role of AI in medical education and assessment
- Knowledge of developments in the emergency medicine field

### Personal qualities

- Attention to detail
- Ability to prioritise and work to tight deadlines
- Self-motivated and innovative
- Good interpersonal skills
- Professional manner and appearance
- Ability to work independently
- Ability to motivate others to perform to deadlines by using influencing skills
- A commitment to upholding the organisation's values