Recruitment Pack For National Lay Group Members
The Royal College of Emergency Medicine (RCEM) was established in 2008 by Royal Charter as a charitable body. It is the body responsible for training and professional matters for Emergency Medicine doctors in the UK.

In the UK, Emergency Medicine is perhaps more commonly described as that type of medicine delivered through NHS A&E Departments. In terms of a formal definition Emergency Medicine is described as: “Emergency Medicine is a field of practice based on the knowledge and skills required for the prevention, diagnosis and management of acute and urgent aspects of illness and injury affecting patients of all age groups with a full spectrum of undifferentiated physical and behavioural disorders. It further encompasses an understanding of the development of pre-hospital and in-hospital emergency medical systems and the skills necessary for this development.”

The College was formed by the merger of the College of Emergency Medicine (formerly Faculty of Accident and Emergency Medicine established 1993) and the British Association for Emergency Medicine (formerly Casualty Surgeons Association) established 1967.

There are some 5,000 Members and Fellows in total, including overseas members. The turnover is currently around £5 million, derived predominately from subscriptions, examinations, Emergency Medicine Journal and course/conference fees.

The RCEM engages in the following activities:
- training and education for trainee A&E doctors,
- provision and monitoring of continuing professional development activities for consultants and senior doctors in emergency medicine,
- support for research in emergency medicine and the publication of such research,
- setting and monitoring professional and clinical standards within A&Es,
- providing advice to external bodies relating to emergency medicine.

The College pursues its charitable objects through relationships with the Departments of Health across the UK, the General Medical Council, the Academy of Medical Royal Colleges and the other Royal Colleges and Faculties, as well as international Emergency Medicine societies including the International Federation for Emergency Medicine, and the European Society for Emergency Medicine.

The College is governed by a Council, with representatives of each English Region elected by the regional members, as well as Vice Presidents representing the
national boards of Wales, Scotland, Northern Ireland and Ireland. Officers of the College include the President, two Vice Presidents, the Dean, Treasurer and Registrar. There is a strong College committee structure, including Corporate Governance and Fellowship and Membership committees.

The College employs a team of 40 whole time equivalent staff including an office manager. Our staff work closely with College officers in the business of the College and are expected to function with minimum supervision in the business of the College.

For further information about the College please visit the website www.rcem.ac.uk

About the Lay Group

The Lay Advisory Group (LAG) provides advice from a lay perspective on the standards of care and training in Emergency Medicine. The LAG is primarily a lay, not a patient representative group.

Unlike other Medical Colleges, the nature of emergency medicine means that RCEM does not represent patients with specific conditions. In light of this LAG acts as a critical friend to the College, offering strategic advice from a non-institutional perspective. However the College does champion the needs of patients’ safety in A&Es and from time to time LAG may provide or source the patient perspective on specific issues when required.

The LAG has an advisory role and reports to the Council. The Chair of the LAG also sits on Council. The LAG remit covers the following:

- Highlighting areas of patient concern to the Royal College and Council and advice on appropriate action.
- Ensuring that the Royal College takes into account the patient and public perspective in all appropriate activities.
- Being a resource for the Royal College to enable the delivery of a professional service that meets the needs and aspirations of patients and the public.
- Developing patient and public involvement in Royal College activities.
- Developing patient information and education in Emergency Medicine.
- Contributing to the development of Royal College policies.
- Ensuring that decisions are made according to the Royal College’s role in protecting the public interest, and in promoting high professional standards.
- Responding to requests for comments from Council, its Boards and Committees.
- Highlighting the work of the Royal College whilst safeguarding the Royal College’s reputation.
To fulfil this remit the Chair of the Lay Group liaises with the President and Chief Executive of the College to determine how best to utilise the skills and experience of the lay members, having regard for their time available and budgetary constraints. This includes involvement in College projects and Committee work on an issue by issue basis, as well as sitting on College Committees.

The role of the lay representative is to combine being a supportive member of a decision making panel, providing independent guidance and constructive challenges to current ways of thinking. All lay members are invited to act as individuals rather than on behalf of outside organisations, but they are encouraged to feedback information to those organisations with which they have links.

**Membership**

The LAG currently has 8 members and is made up of people with non-medical expertise.

In order to effectively represent the UK, we seek to appoint a national member each from Wales and Northern Ireland.

Current and future members should sit on committees by defining their specialist interest. Ideally, as evidenced by the work of other Medical Colleges, members will sit on two committees each. Furthermore, each committee should have a lay representative and a deputy lay representative that can attend in their place should they be unable to do so for any reason. This will ensure strong lay and patient representation across all College work streams.

**RCEM committees include:**

- Service Design and Delivery Committee (SDDC)
- Research & Publications
- Governance
- Quality in Emergency Care
- Education Committee
- Ultrasound Sub-Committee

Members should be passionate about health improvements and motivated to help improve the quality of standards of care and training in Emergency Medicine, have an interest in the NHS and delivery of high standards of healthcare. In addition it is important that Members have the confidence to work with a wide range of lay and clinical colleagues. To ensure that Members can carry out their committee work it is essential that they can use standard Windows software including Word and Emails.

To ensure that there are no conflicts of interest it is important that Members are not currently employed within healthcare services or are involved in healthcare policy or clinical decision making at a local or national level and have the ability to act independently of any organisation and to look at the broader picture.
Currently the term of office for Members is three years subject to a maximum service of two terms of office.

There are normally four LAG meetings per year usually held at the Royal College’s offices in London. However, in addition to this it may be necessary to meet more often depending on specific project requirements. All members of the Committee are advised of the business to be transacted at any meeting even if they are unable to be present.

**Expenses**

Travelling and subsistence expenses of lay members of the Committee are met by the College in line with its expenses Policy. This will be particularly relevant for those ‘National Representatives’ travelling to the College from Ireland, Northern Ireland, Scotland and Wales who may require flights and overnight accommodation. This will be payable from the LAG budget.

LAG members attending meetings of other RCEM committees will have their expenses paid for out of these individual committee budgets.

**How to apply**

Application is by CV and a covering letter/supporting statement. Please include your full contact details including daytime and evening telephone numbers as well as details of two referees. Please note that we will not approach referees without your prior consent.

Please email applications to zoe.moulton@rcem.ac.uk.

Or post a hard copy to:
Miss Zoe Moulton
Policy & Communications Support Officer
The Royal College of Emergency Medicine
7-9 Bream’s Buildings
London
EC4A 1DT

The closing date for receipt of applications is 12.00 noon on 24th October 2016.

**Selection process**

A selection panel is being formed led by Mr Derek Prentice, Chair of the Lay Group. They will short-list and interview candidates. Mr Prentice is pleased to talk to interested candidates informally by telephone. To arrange this or ask any questions about these opportunities please email zoe.moulton@rcem.ac.uk.
**Person Specification**

1. The Lay Group Member role includes: to
   - attend meetings of the Lay Advisory Group;
   - articulate a lay perspective on College business and documents;
   - prepare for the meetings, including reading of documents;
   - contribute to the work of the Lay Advisory Group including taking on projects from time to time;
   - participate in one other College committee and to report on the work of that committee to the Lay Advisory Group;
   - participate in shaping the future of the Lay Advisory Group, including a review of Terms of Reference.

2. Other College work
   It is expected that the lay member will take part in two of the College committees:
   - These meetings occur 4 times per year.
   - At these committees the lay member will be expected to contribute to key college business. This will require reading documents and may require occasional attendance at some College events (e.g. exams, educational days).
   - The Lay member may need to prepare reports on committee work for the Lay Advisory Group.

**Skills and attributes**

The following skills and attributes are desirable:
   - Interest and awareness of current medical issues, especially those affecting emergency care.
   - Ability to take a rounded view of issues (and not to represent any one group or geographical area).
   - Ability to communicate clearly, to take part in committee discussions and decision making.
   - Experience of committee work would be helpful but not essential.
   - Confidence to articulate the patient/lay perspective on College business and documents.
   - Have no political or commercial conflict of interest.

The lay members should not be doctors or another health professional and are not currently employed within healthcare services or are involved in healthcare policy or clinical decision making at a local or national level and have the ability to act independently of any organisation and to look at the broader picture.

In order to effectively represent the devolved nations, we seek to appoint a national member each from Wales and Northern Ireland.
Time commitment

The minimum time commitment is 12 days per year (4 days for Lay Advisory Group meetings and 4 days for committee meetings: this includes allowance for travel and reading documents). Further time may be required for specific project work. Meetings are normally held in London.
The Royal College of Emergency Medicine  
Equal opportunities monitoring

Nationality……………………………………

1st Language ........................................

Gender Male Female

Choose one selection from the list below to indicate your cultural background:

a) White
   ☐ British
   ☐ Irish
   ☐ Any other white background – please specify .................................

b) Mixed
   ☐ White and Black Caribbean
   ☐ White and Black African
   ☐ White and Asian
   ☐ Any other Mixed background, please specify: ...........

c) Asian or Asian British
   ☐ Indian
   ☐ Pakistani
   ☐ Bangladeshi
   ☐ Any other Asian background, please specify: .................................

d) Black or Black British
   ☐ Caribbean
   ☐ African
   ☐ Any other Black background, please specify: .................................

e) Chinese or other ethnic group
   ☐ Chinese
   ☐ Any other ethnic background, please specify: .................................

f) I do not wish to declare my Cultural Background and therefore have not completed the above.

Signature .................................................... (Applicant)

Date ................................................