



# The Royal College of Emergency Medicine

Patron: HRH The Princess Royal

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## Role Profile: Ordinary ACP Associate Member Representative RCEM Advanced Clinical Practitioner Professional Development – Post Credentialing Short Life Working Group

Responsible to: SLWG Chair

- Working with: Members of SLWG, including Chair and Vice Chair, Dean and Deputy Chief Executive

### DUTIES

- To attend meetings of the SLWG, held up to four times a year. It is envisaged that most meeting will be held via Zoom
- To participate in the overall running of the business of the SLWG as outlined in the Terms of Reference
- To support the College to ensure good communication is maintained with Associate Members (ACP)
- To share good practice and ideas for improvement to training and safeguard the educational needs of ACPs as far as possible
- To ensure ACP and tACP views are represented at the SLWG
- When appropriate assist in the dissemination of information regarding SLWG outcomes

## TERM OF OFFICE

The term of office for this role will be for the duration of the SLWG which is envisaged to be a term less than 12 months.

## APPOINTMENT

- The representative will be appointed from the Associate Membership of ACPs via a competitive process. An application will be required in the form of a maximum of 250 word document, identifying your suitability for the role. If a large volume of suitable applications are received then interviews will be carried out via Zoom.

## PLACE OF WORK

- The vast majority of this SLWG work will be meetings held via Zoom. There is a possibility of the requirement for travel to a meeting.

## HOURS OF WORK

- It is estimated that this post will take about 2 hours work per week in addition to the attendance of 4 meetings a year. 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. It is unlikely that expenses will be incurred. If required, 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.

## Person Specification

Essential	Desirable
<p><b>Practical experience and skills</b></p> <ul style="list-style-type: none"> <li>• Associate Member (ACP) of the College</li> <li>• Current substantive &amp; experienced ACP in emergency medicine</li> <li>• Excellent verbal and written communication skills</li> <li>• Detailed knowledge of ACP training and credentialing process</li> <li>• Evidence of continuing personal development</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent knowledge of developments in the emergency medicine field</li> <li>• Computer literate: MS Excel, Word</li> </ul>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Ability to prioritise and work to tight deadlines</li> <li>• Self-motivated and innovative</li> <li>• Good interpersonal skills</li> <li>• Professional manner and appearance</li> <li>• Ability to work independently</li> <li>• Ability to motivate others to perform to deadlines by using influencing skills</li> <li>• A commitment to upholding the organisation's values</li> </ul>	