



The Royal College of Emergency Medicine

Role Profile	Dean
Reports to	Council
Key working relationships	President and other College Officers; Deputy Chief Executive and other office staff; Lead Examiners; Committee Chairs within Academic Cluster; doctors in training and other College members; EMTA, FASSGEM and ACP Forum; relevant Officers from other Colleges; the General Medical Council (GMC); Health Education England (HEE); Academy of Medical Royal Colleges (AoMRC).

Job Purpose

The Dean is responsible for overseeing the educational activity of the College including the content and delivery of the Emergency Medicine Curriculum and the assessment and examination structures (WpBA and Examinations).

The Dean is involved in supporting many aspects of the work of the College and the role includes the following key responsibilities:

- Chair of the Education Committee, responsible for leading the integration of all developments in education, curriculum, examinations and assessment and being responsible for reporting on all initiatives and outcomes to Council
- Chair of Examinations Sub-Committee and member of the Curriculum Sub-Committee which are responsible for the ongoing development and design of the curriculum and assessment systems and for ensuring the College demonstrably meets the General Medicine Council's regulatory requirements and are fit for purpose
- Member of the Training Standards Committee to ensure dissemination of Education, eLearning, Curriculum and Examination developments
- Inform and support the RCEM Learning Editorial Board to ensure changes to the curriculum are reflected and provide high quality content for College Members and Fellows
- Inform and support the Emergency Care Advanced Clinical Practitioners Sub-Committee to ensure the ACP curriculum and credentialing process reflect best practice and are fit for purpose
- Chair of the International Education Sub-Committee, responsible for the Emergency Medicine Foundation Programme (EMFP) and the promotion of the Medical Training Initiative

- Member of the CPD and Conference Committee supporting the CPD Director and Chair of the Research Committee to ensure the College offers a high quality educational and academic programme consistent with the curriculum
- Supporting the Lead Examiners in the delivery of College's UK and international examinations including standard setting, examiner development and quality assurance
- Ensuring other educational developments, such as ePortfolio, logbooks and research are discussed and disseminated through the College committees as appropriate
- Member of Council, Executive, Corporate Governance, Education, Training Standards and CPD and Conference Committees
- Ex-Officio member of all sub-committees of the Education Committee
- Represent the College on education matters at national meetings held by relevant bodies e.g. The Academy of Medical Royal Colleges (AoMRC) and General Medical Council (GMC)
- Ensure the College's curriculum and programme of assessment demonstrably meet the General Medical Council's (GMC) regulatory requirements and are fit for purpose
- Support the preparation of submissions to the GMC's Curriculum Advisory Group ensuring planned changes are mapped to GMC Standards, evidence based and meet the College's Public Sector Equality Duty
- In conjunction with the Director of Education, ensure equal opportunities are respected in all matters concerning education and examinations
- In conjunction with the Director of Education ensure financial and ethical governance in all matters concerning education and examinations

APPOINTMENT

Appointments are subject to the agreement of Council. In the event of more than one nomination being received a ballot of Council will take place.

PLACE OF WORK

The nature of the task means that there will be a number of duties in London. Most meetings will take place at either 7 – 9 Bream's Buildings, London EC4A 1DT or at Octavia House, 54 Ayres Street, London SE1 1EU but some additional national and international travel will be necessary.

HOURS OF WORK

It is estimated that this post will take, on average, at least 1.0 day per week (2PAs) annualised. Anyone wishing to stand for the post will need to discuss this commitment with their clinical colleagues and employer(s).

REMUNERATION AND EXPENSES

The post is honorary. Reasonable expenses for travel and subsistence will be payable in accordance with College policy.

Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
Fellow of the College in good standing	√	
On the GMC Specialist Register for Emergency Medicine, with a licence to practice and no limitations on practice	√	
Consultant Emergency Physician in a current substantive post in UK or Republic of Ireland for at least five years	√	
Experience in an educational leadership role such as Associate Postgraduate Dean, Head of School, Lead Examiner	√	
Experience of chairing committees	√	
Understanding of GMC regulatory requirements	√	
Experience in examining in College exams	√	
Experience in setting College examinations		√
Experienced NHS trainer	√	
Up to date Equality and Diversity training	√	
IT skills (proficient in Word and Excel)	√	