Invitation to join the Acute Medicine conference subcommittee

We are inviting all our members and fellows to join the RCP Acute medicine and Acute and General Medicine conference subcommittees. These newly formed committees will support the development of the 2018 Acute medicine (18 April) and 2018 Acute and General Medicine (22-24 October) conferences. These committees are a sub division of the RCP conference committee, who are responsible for the full London educational conference programme.

Members of the sub committees will be required to objectively input into the conference programmes, ensuring varied, innovative and high quality clinical educational events are delivered which will benefit RCP members and physicians in secondary healthcare.

Details and the programme of the 2017 events can be found here for reference:

Acute medicine - [https://www.rcplondon.ac.uk/events/acute-medicine](https://www.rcplondon.ac.uk/events/acute-medicine)

Acute and General Medicine - [https://www.rcplondon.ac.uk/events/acute-and-general-medicine-conference-0](https://www.rcplondon.ac.uk/events/acute-and-general-medicine-conference-0)

Those interested in a position on either committee (Acute or Acute and general medicine or both) should email a short cover letter explaining why they are suitable to conferences@rcplondon.ac.uk, along with a short CV (without publications) no later than the 18 August 2017.

Please refer to the person specification below.

We invite physicians from all specialties to apply and applications from trainees are especially welcome. As well as bringing your perspective and expertise, this would be a good opportunity for personal development and to reflect the views and expectations of your peers. All reasonable travel and subsistence expenses will be reimbursed.

_The RCP welcomes and actively seeks to recruit to its activities people of any race, religion, ethnic origin, disability, age, gender and sexual orientation._

Email conferences@rcplondon.ac.uk for more information.
Person Specification

We are looking for RCP members and fellows who meet the following criteria:

**Essential**

Be able to recommend high quality speakers within the medical community or be familiar with the clinical / medical conference or academic environment.

Knowledge or awareness of the CPD needs of physicians, both in terms of any specialty and more general aspects of medicine.

Ability to work with colleagues from a wide variety of backgrounds and specialties and be able to reach timely decisions with consensus.

Willingness to commit respond to emails and attend meetings (either in person or via tele/video conference). Please see terms of reference.

**Desirable**

Experience as a conference/education organiser.

Experience of developing and delivering clinical presentations.

**Terms of reference**

**Role and purpose of the subcommittee**

The objective of the sub committees is to ensure the RCP delivers a high quality clinical programme, relevant to all members and the wider medical community. Programmes for each conference will need to be approved by the RCP academic vice president and the RCP conference committee.

**Time**

The sub committees will operate from September 2017 until September 2018.

**Roles and Responsibilities**

Members of the sub committees will commit to:

- Make a declaration of interest and declare any actual or perceived conflicts of interest that may arise during the work
- wholeheartedly champion the work of the committee and the RCP conference programme at all times
- make timely decisions and take action so as to not hold up the project
- share all communications and information across all members
- Notify the RCP head of conferences, as soon as practical, if any matter arises which may be deemed to affect the development of the committee or involvement
Members of the committee will expect:

- that each member will be provided with complete and accurate information in a timely manner
- to be given reasonable time to make key decisions
- to be alerted to potential risks and issues that could impact the programme, as they arise
- open and honest and objective discussions,
- All reasonable travel and subsistence expenses to be met

Meetings

- Members will be required to attend, in person or virtually to monthly meetings, especially in the early planning stages
- Meetings will last between 1-2 hours
- In exceptional circumstances when attendance at a meeting is not possible, the absent member will provide the committee with their suggestions and comments before the meeting.
- Members will also be required to respond to emails as and when necessary, although every effort will be made to keep these to a minimum. In exceptional circumstances, outside meetings, decisions may have to be made via email to the group.

Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing by the RCP after consultation and agreement by committee members.

Email conferences@rcplondon.ac.uk for more information.