



EMERGENCY MEDICINE TRAINEES' ASSOCIATION

## **Application to join the Emergency Medicine Trainees' Association (EMTA) Deputy Survey Lead**

### **Background**

The EMTA survey has been conducted every year since 2020. The deputy survey lead is in a great position to contribute to the work of the committee and ensure that the trainee voice is heard in all aspects of its work.

### **Job Description**

As a deputy lead you will work closely with the lead to develop the annual EMTA survey, reviewing questions and identifying any gaps. You will promote the survey, as well as collate the information, analyse the data and present the data on various platforms. You will also need to develop the infographics which will be displayed on presentations, the website and social media (Twitter and Instagram).

The candidate would be expected to summarise discussions and communicate to the EMTA Committee, regional representatives and wider cohort of trainees.

The successful applicant would hold additional responsibilities within EMTA including attendance at three EMTA committees meetings per year and to offer assistance in other matters pertaining to EMTA activity, such as the annual conference, and trainee representation. The successful applicants would be expected to contribute the EMJ supplement on an issue relevant to their representative role if relevant There is at least one meeting in person and others via Zoom. The next virtual meetings are in November 2024 and Jan/Feb 2025, with a face-to-face meeting in June/July 2025.

The candidate would be expected to abide by the EMTA and RCEM Codes of Conduct, including the requirement to maintain regular communication with the EMTA Committee and be responsive to requests and feedback. Additional roles and responsibilities to best utilise areas of the applicant's interest will be discussed on an individual basis with successful applicants.

The work commitment would be expected to average out to approximately 1-2 hours per week. As per RCEM Guidance, departments would be expected to support formal commitments via Professional Leave. The post is honorary. Reasonable expenses for travel and subsistence will be payable in accordance with College policy.

## Person Specification

- The applicant must be an Emergency Medicine Trainee, currently holding a Dean's Reference Number (for ACCS-EM trainees) or National Training Number (for run-through or HSTs).
- The applicant may presently be in training or Out of Programme.
- The candidate will need to be able to demonstrate an ability to deliver professionally and enthusiastically in their role, to meet deadlines and to communicate effectively at all times.
- We understand that the role of trainee representation can, at times, be onerous on an already stretched workload. We would request candidates be realistic about their abilities to take on any additional responsibility at present whilst warmly welcoming any of those who feel motivated by improving EM training to join us.
- Trainee representation experience would be advantageous but not essential.
- The current application is for a 24 month term to be reconsidered for a second term if remaining eligible.

## Essential criteria:

- Proficient with Excel
- Interested in data and visualisation
- Use data to provide infographics

## Desirable criteria:

- Interested in a research career
- Interested in mixed method approaches to explore the workforce
- Use data to provide infographics

## Application

Application is by written personal statement not exceeding 600 words. We would ask candidates to pay particular attention to the requirements, expectations and desirable characteristics expressed within this advert and take effort to highlight previous or current experience relevant to these. We would please ask candidates to clearly state their grade, date of commencement of sub-specialty training and expected CCT date and, if known, their career plans over the next 24 months.

Applications to: [emta.committee@gmail.com](mailto:emta.committee@gmail.com)

**Closing date: 21st November 2024**

Thank you very much in advance for your application,

Kuldeep Kaur

Secretary, Emergency Medicine Trainees' Association (EMTA)

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