



The Royal College of
Emergency Medicine

Invited Service Reviews

Appendix E

Suggested participants & template timetable

During an Invited Service Review conducted by the Royal College of Emergency Medicine the following participants are suggested:

The Royal College of Emergency Medicine Review Panel:

Essential

- Lead Reviewer – An EM Consultant who will direct the visit
- Reviewer – An EM Consultant
- A College Administrator

A visiting team may also include:

- Additional Reviewers – EM Consultants or nursing staff
- Lay representative

Participants of the reviewed Trust:

As the services under scrutiny will match the requirements of the individual Trust, the suggested participants will be determined by this. However, RCEM recommends that the following participate in a review.

Essential

- Senior Management Team – This must include Medical Director, Deputy Medical Director and the Clinical Directors responsible for Emergency Services
- Emergency Department Consultant staff
- Emergency Medicine Middle Grade Doctors
- Emergency Medical Trainees
- Emergency Department Nursing Staff
- Service Managers
- ED secretaries

If appropriate

Pending upon the services being reviewed it may also be necessary for the RCEM Review Panel to meet with senior management and clinicians from other departments. This may include clinicians from:

- Acute Medicine
- Intensive Care
- Surgery
- CED
- Orthopaedics
- Mental Health

The RCEM Review Panel may also wish to liaise with Trust staff outside of this list. In the event of this occurring RCEM will inform the Organisation Lead of the personnel prior to organisation of the timetable.

Suggested Timetable for a Service Review:

Whilst the services being reviewed are subject to the requirements of the Trust, the following timetable lays out a suggested review schedule. A College visit should be 8 hours in duration (the equivalent of 2 Programmed Activities).

09.00am	Meet with Senior Management Team
10.30am	Morning coffee break
10.45am	Meet with ED Consultant staff
12:00pm	Working Lunch with Senior Management Team
12.30pm	Emergency Department Visit and related departments
2.00pm	Meet with Middle Grade Doctors
2.30pm	Afternoon coffee break
2.45pm	Meet with Training Grade Doctors
3.15pm	Meet with Nursing Staff
3.45pm	Meet with Service Managers
4.15pm	Meet with ED Secretaries
4.45pm	Opportunity for meetings with individuals
5.00pm	CLOSE