



TERMS OF REFERENCE

Irish Committee for
Emergency Medicine
Training (ICEMT)



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RCSI Surgical Affairs

Irish Committee for Emergency Medicine Training

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1.0 Role of the Irish Committee for Emergency Medicine Training

RCSI is the accredited Postgraduate Training Body for the delivery of Surgical & Emergency Medicine Training Programmes in the Republic of Ireland. It is recognised for this purpose by the Medical Council and the Health Service Executive (HSE). The Irish Surgical Post-graduate Training Committee (ISPTC) is a standing committee of Council of the RCSI with responsibility, inter alia, for postgraduate training. The Irish Committee for Emergency Medicine Training (ICEMT) is a subcommittee of the ISPTC that oversees Emergency Medicine training in Ireland and reports to the ISPTC.

ICEMT is the advisory body for all matters in relation to Core & Advanced Specialist Training in Emergency Medicine and makes recommendations for the award of the Certificate of Satisfactory Completion of Specialist Training (CSCST).

1.1 Responsibilities of ICEMT include:

- a. Development and delivery of Core and Advanced Specialist Training in Emergency Medicine (CSTEM and ASTEM), including curriculum development and review, as well as monitoring and assessing trainee progress through formative and summative assessments.
- b. Assessment of completeness and suitability of training to allow entry of a doctor onto the Specialist Division of the Medical Council of Ireland Register at the request of ISPTC. Where there are training deficits identified, ICEMT will offer advice on how these deficits may be addressed.
- c. Ensuring that trainee numbers are considered in relation to manpower requirements set by NDTP / HSE.
- d. Addressing trainee concerns, including wellbeing. This includes representation of trainees, implementation of appropriate trainee mentoring and support structures.
- e. Ensuring that appropriate processes are in place to facilitate feedback on education, training and assessment as well as continuous improvement.
- f. Selection, appointment, and training of trainers.
- g. Development and delivery of the Professional Competence Scheme for Emergency Medicine.
- h. Development and delivery of the Continuous Professional Development Support Scheme in Emergency Medicine.
- i. Accreditation of Training Sites.
- j. Liaison with other professional and training bodies in areas pertinent to EM training in Ireland (*vide infra*).
- k. Promotion of Equity, Diversity, and Inclusion (EDI) by fostering an inclusive learning environment and ensuring fair access to training opportunities.

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- l. ICEMT may also address Emergency Medicine issues that lie outside the immediate training arena that come to the Committee through its association with other professional and training bodies and that are not dealt with by other interrelated EM professional bodies (Irish Association for Emergency Medicine, Royal College of Emergency Medicine).

2.0 Relationships with other professional and training bodies

2.1 Royal College of Surgeons in Ireland

The Core and Advanced Specialist Training Programmes in Emergency Medicine are administered by ICEMT on behalf of RCSI. This administration extends from recruitment, training assessment process and organisation and development of the training rotations, through to a final recommendation to the Medical Council for specialist certification. The Chair of ICEMT (or their nominee) sits on the Irish Surgical Postgraduate Training Committee (ISPTC).

2.2 Irish Association for Emergency Medicine

The President of the Irish Association for Emergency Medicine (IAEM) sits on ICEMT. The Dean of Postgraduate EM Training sits on the IAEM Executive committee and presents a report at the AGM of IAEM.

2.3 The Royal College of Emergency Medicine

A member of ICEMT (usually Dean or Vice Dean of ASTEM Training) represents the Committee on the Training Standards Committee of RCEM and presents a report at each ICEMT meeting. Meetings are held quarterly.

2.4 The Forum of Irish Postgraduate Training Bodies

The Chair of ICEMT (or their nominee) sits on the Forum of Irish Postgraduate Training Bodies. Meetings are held quarterly.

3.0 Composition of ICEMT

3.1 ICEMT Core Roles

- Dean of Postgraduate EM Training (Chair of ICEMT)
- Vice Dean of Postgraduate EM Training - ASTEM
- Vice Dean of Postgraduate EM Training – CSTEM
- Paediatric EM representative
- Retrieval Medicine Lead
- Trainee Representative
- HSE Scholarship IMG Training Initiative Lead
- Equality, Diversity and Inclusion (EDI) Champion

3.2 RCSI-appointed roles

- Continuous Professional Development Support Scheme Lead
- RCSI / NDTP Development Lead for EM Training

3.3 ICEMT Faculty

- Examinations Lead
- Simulation Lead
- Ultrasound Lead
- Human Factors in Patient Safety Lead

3.4 Ex officio members

- President IAEM
- Emergency Medicine Programme Lead
- RCSI representative (Managing Director of Surgical Affairs or nominee)
- Operations Manager Emergency Medicine

Additional roles as dictated by developments in EM training and the evolving work of ICEMT.

4.0 Roles and Responsibilities of ICEMT Membership

4.1 ICEMT Core Roles

4.1.1 Dean

The Dean of Postgraduate Emergency Medicine Training chairs ICEMT and oversees the development, implementation and quality assurance of, and recruitment to, the Training Programmes. They also drive strategic planning, curriculum development, and workforce planning in Emergency Medicine Training. They support trainees and trainers, ensuring compliance with national and international standards. The Dean, or their nominee, sits on the IAEM Executive and the Irish Surgical Postgraduate Training Committee. They present a report to the AGM of IAEM.

4.1.2 Vice Dean of ASTEM Training

The Vice Dean for ASTEM is responsible for the organisation of the Advanced Specialist Training scheme in accordance with the strategic direction as approved by ICEMT, working in collaboration with the Dean, Department of Surgical Affairs and EM administration. They take a lead role in the selection and appraisal process, support curriculum delivery and are the direct contact for trainees on programme. In addition, they work with RCSI Quality team and EM administration to facilitate the accreditation process for training sites.

4.1.3 Vice Dean of CSTEM Training

The Vice Dean for CSTEM is responsible for the organisation of the Core Specialist Training scheme in accordance with the strategic direction as approved by ICEMT, working in collaboration with the Dean, Department of Surgical Affairs and EM administration. They take a lead role in the selection and appraisal process, support curriculum delivery and are the direct contact for trainees on programme. In addition, they work with RCSI Quality team and EM administration to facilitate the accreditation process for training sites.

4.1.4 Paediatric EM representative

The Paediatric EM representative takes a lead role in advancing all aspects of the training programme relating to Paediatric EM, ensuring its development, integration and continuous improvement within the overall curriculum. They liaise, in collaboration with the Dean and Vice Deans, with Paediatric EM trainers and the wider Paediatric community, including the Faculty of Paediatrics within RCPI. They will take a lead in future development of sub-specialisation and dual accreditation in Paediatric EM for EM and Paediatric trainees.

4.1.5 Pre-hospital and Retrieval Medicine (PHARM) Lead

The PHARM Lead is responsible for overseeing the integration of Retrieval Medicine into the Training Programmes. They ensure appropriate educational opportunities, support trainee involvement in retrieval services, and contribute to curriculum development and assessment.

The PHARM Representative provides expert guidance on integrating PHARM into the ICEMT curriculum, ensuring alignment with best practices and standards. They oversee the quality and supervision of PHARM training for EM trainees, develop relevant guidelines, and advise on curriculum design and assessment. The role involves collaboration with national stakeholders to enhance training capacity and influence PHARM-related policy and strategy. They represent EM in national PHARM training discussions.

4.1.6 Trainee Representative

The Trainee Representative advocates for the interests of the national trainee body from a trainee perspective. They gather feedback and concerns from both CSTEM and ASTEM trainees before ICEMT meetings, contribute to meetings from a trainee perspective, and relay updates to the trainee group. Additionally, they contribute to ICEMT subcommittees and other projects where trainee involvement is required.

4.1.7 HSE Scholarship IMG Training Initiative Lead

The HSE Scholarship IMG Training Initiative Lead for Emergency Medicine oversees recruitment, induction, and ongoing management of international medical graduates entering EM training on the IMG Training Initiative scheme. It also involves regular engagement with CPSP and SMSB to enhance the scheme, incorporate feedback, and ensure IMG Training Initiative trainees meet CSTEM standards.

4.1.8 Equality, Diversity and Inclusion (EDI) Champion

The EDI Champion is a member of ICEMT who acts as an advocate for diversity and promotes inclusivity at all levels of the Programme. They are responsible for overseeing the implementation of ICEMT's EDI strategy, providing guidance, and addressing any EDI-related concerns raised by trainees, trainers and administrative staff.

4.2 RCSI-appointed Roles

4.2.1 CPD Lead for Emergency Medicine

The CPD Lead for Emergency Medicine delivers and updates educational content for CPDSS subscribers, including in-person training days, online educational content and life support courses. They collaborate with stakeholders, coordinate with

EM trainers across Ireland, and support regional course delivery. They work with multidisciplinary teams within RCSI to ensure high-quality education and sit on the RCSI Academic Board and RCSI Professional Development and Practice Committee.

4.2.2 NDTP / RCSI Development Lead for EM Training

The Development Lead for EM Training is focused on the expansion and development of the NEMTP. They work closely with and support the Dean of EM Training & ICEMT, SA administration and Quality teams on the delivery of key strategic programme initiatives (e.g., accreditation of training posts, aligning of training and education needs mapped to the curriculum, development and implementation of e-Portfolio for NEMTP, support of IMC accreditation process).

4.3 ICEMT Faculty Roles

4.3.1 Examinations Lead

The Examinations Lead works alongside the ICEMT Administration Team in relaying key exam information, addressing queries and providing exam support to NEMTP trainees. They remain up to date with RCEM exam changes and ensure that these are communicated to ICEMT. They organise mock OSCEs and facilitate preparation for written components of MRCEM and FRCEM exams. In addition, they provide support for trainees preparing for ICEMT NEMTP exams. They serve as an examiner for RCEM and ICEMT NEMTP exams and actively encourage and mentor Irish consultants to become examiners for these exams.

4.3.2 Simulation Lead

The Simulation Lead is responsible for designing and implementing a high-quality simulation programme aimed at enhancing trainee engagement and patient care. They develop educational content, collaborate with simulation experts and RCSI teams, recruit multidisciplinary faculty, and manage operational logistics of training days. They produce strategic reports, promote the programme, and contribute to academic dissemination of outcomes from simulation-related activity.

4.3.3 Ultrasound Lead

The Ultrasound Lead focuses on the development, delivery, and oversight of ultrasound training in line with ICEMT and RCEM curriculum standards. Key responsibilities include reviewing guidance, standardising curriculum content, preparing educational materials, and advising both trainees and trainers. They organise workshops, liaise with administrative teams, and contribute to the strategic growth of ultrasound education in Ireland through faculty recruitment and programme expansion.

4.3.4 Human Factors in Patient Safety (HFPS) Representative

The Human Factors in Patient Safety (HFPS) Representative serves as an advocate for integrating human factors principles into EM training. They act as a link between ICEMT and RCSI's HFPS faculty members. They assist in the development and delivery of RCSI's HFPS curriculum, including training days and examinations in HFPS, providing an EM-specific viewpoint. They contribute to reports, policy discussions, and initiatives related to HFPS within EM training. They represent ICEMT on HFPS-related external committee work where required.

5.0 Means of Appointment to ICEMT

5.1 ICEMT Core and Faculty Roles

5.1.1 Dean

Where the Dean is not seeking an extension of their contract, their replacement is selected after an advertised competitive process in line with RCSI's HR policies and procedures. The appointment panel is assembled by RCSI and includes the incumbent Dean and the President of IAEM. Where a new Dean is appointed, the outgoing Dean will remain on the Committee for six months.

Where the Dean demits from office unexpectedly, ICEMT may make arrangements to fill the vacancy on an interim basis pending the initiation of a process to seek a definitive replacement.

5.1.2 Other Core Roles and Faculty Leads

The remaining Consultant in Emergency Medicine members of ICEMT will be appointed by the Dean. When a vacancy arises, expressions of interest will be invited from eligible consultant trainers in Emergency Medicine. If multiple applications are received, an interview process will be held, conducted by a panel comprising the Dean, the outgoing member, and an additional ICEMT representative. Where a new Vice Dean is appointed, the outgoing Vice Dean will remain on the Committee for six months. In appointing Consultant in EM members, ICEMT will consider the need to ensure balanced regional representation.

5.2 RCSI-appointed Roles

These roles are appointed following an advertised competitive process in line with RCSI's HR policies and procedures.

5.3 Trainee Representative

Expressions of interest from the existing ASTEM group are sought by the existing Trainee Representative in advance of July changeover. The role is filled by a trainee in their final or penultimate year of training. If more than two trainees are interested in fulfilling the role, an anonymous vote is undertaken by the trainee group and the candidate with the most votes is appointed to ICEMT as the Trainee Representative.

5.4 Co-option

ICEMT may co-opt additional members from time to time to assist with particular projects or workload. The decision to co-opt will be taken by the Chair and ratified by ICEMT at its next meeting.

6.0 Duration of appointment

The initial duration of appointment for all members in an ICEMT Core Role is three years, renewable for a single period of three years. Thereafter, a member may not sit on ICEMT (except as an ex officio member) for a further three years.

The Dean has a renewable fixed term contract with RCSI. The duration of RCSI-appointed roles is defined by the terms of each individual's contract, as established through the RCSI recruitment process.

Faculty Leads are appointed based on their expertise and serve for an open-ended term, continuing in the role until they choose to step down or a suitable successor is identified and appointed by ICEMT.

The Trainee Representative remains on ICEMT until they complete ASTEM training.

The duration of tenure for an ex officio member is determined by that of their primary office.

7.0 Frequency of Meetings

In general, five ICEMT meetings are held each year. On occasion, the level of work may require additional meetings. This will be agreed by the committee if required.

8.0 Quorum

A quorum shall be the Dean (Chair) or either Vice Dean, plus three other committee members.

9.0 Emergency Meetings

In exceptional circumstances an Emergency ICEMT meeting will be required to deal with urgent business. A meeting may be called by the Dean, or a Vice Dean in consultation with the Dean, with a minimum of one-weeks' notice to the ICEMT membership.

10.0 Sub-Committees or Short Life Working Group (SLWG)

From time to time, the work of ICEMT will require the creation of a subcommittee. The decision to form a subcommittee will be made by the Dean. Any subcommittee will include a member of the Committee. This Chairperson of any such subcommittee will report to the Dean and once the subcommittee's work is complete will present a report at an ICEMT meeting.

Appendix 1

List of Current Members and Term of Office, June 2025

Role	Name	Commenced	Renewed
Dean of Postgraduate EM Training	Dr Gareth Quin		N/A
Vice Dean of Postgraduate EM Training - ASTEM	Dr John Ryan		
Vice Dean of Postgraduate EM Training - CSTEM	Mr James Binchy		
Paediatric EM Representative	Dr Laura Melody	2021	2024
Retrieval Medicine Lead	Dr David Menzies		
Trainee Representative	Dr Anna O'Leary	2024	N/A
HSE Scholarship IMG Training Initiative Lead	Dr Mustafa Mehmood	2024	N/A
Equality, Diversity and Inclusion Champion	Dr Mustafa Mehmood	2025	N/A
Continuous Professional Development Lead	Dr Mustafa Mehmood	2024	N/A
NDTP / RCSI Development Lead for EM Training	Dr Una Kennedy	2024	N/A
Examinations Lead	Dr Stephen Gilmartin	2024	N/A
Simulation Lead	Dr Ger O'Connor	2018	N/A
Ultrasound Lead	Dr Victoria Meighan	2020	N/A
Human Factors in Patient Safety Lead	Dr Una Kennedy	2012	N/A
President IAEM	Dr Conor Deasy	2022	N/A
Emergency Medicine Programme Lead	Dr Rosa McNamara		
RCSI representative: Associate Director of Postgraduate Training	Ms. Caroline McGuinness		
Operations Manager, NEMTP	Ms. Orla Mockler		



Irish Committee
for EMERGENCY
MEDICINE
TRAINING



RCSI

ROYAL
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IN IRELAND

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