

**The Royal College of Nursing of the United Kingdom**

**Procedure for the appointment of Forum Steering  
Committee members**

**For terms of office from 1 January 2023**

**1. Introduction**

There are vacancies on a number of RCN forum steering committees for terms of office beginning 1 January 2023.

If you are interested in applying please read the information below and submit a completed application form by 4.30pm on Friday 22 July 2022.

**2. Who can apply?**

Any member wishing to apply must:

- a. be a member in any payment plan in any of the three RCN membership categories (nurse, nursing support worker, or student member)
- b. be a member of the forum of the steering committee to which they are applying and have this as their first choice Forum (you can check and change your first choice forum at [www.rcn.org.uk/myrcn](http://www.rcn.org.uk/myrcn) or by phoning RCN Direct on 0345 772 6100)
- c. have been a current member of the RCN for at least three consecutive years immediately prior to the closing date for applications, unless they are in the student category of membership
- d. meet the requirements of the [RCN Regulation on Terms of Office](#) in relation to any previous terms served
- e. not have held a permanent salaried contract of employment or a fixed term/zero hours contract for longer than six months with the RCN during the two years prior to the appointment period\*
- f. not hold office in any organisation which competes with the RCN for members or which, in the opinion of Council, propounds policies which are in conflict with the main objects of the RCN's Royal Charter and its overall philosophies
- g. declare their ability and willingness, if appointed, to fulfil the role and commitments and to adhere to all RCN policies
- h. have discussed and agreed with the RCN in advance of submitting their application any special requirements they may have to enable them to fulfil the commitments of the office
- i. not be a member of the following governance committees: RCN Council, Professional Nursing Committee, Trade Union Committee, Country/Regional Board
- j. declare that they do not have any active NMC cautions against their name, they are not currently subject to any NMC sanction, and/or they are not subject to any ongoing disciplinary proceedings with any of their

- employers/university or professional disciplinary proceedings before the NMC.
- k. declare they are not subject to ongoing disciplinary proceedings in respect of any role they hold at the RCN and they are not currently subject to any RCN disciplinary sanction.
  - l. declare that they meet the criteria in the [RCN's Regulation on Fit and Proper Persons](#) and, as required in that Regulation:
    - declare that they have the support of their employer (if employed) or tutor to carry out the role, as well as the time and availability
    - commit to uphold the Nolan Principles of Public Life
  - m. declare that they know of no reason why they cannot apply
  - n. declare that they will stand down from their role if appointed should they fail to meet any of the above criteria during their term of office.

*\*a person is a salaried member of staff if they receive payment of any kind, and not necessarily financial, in return for service to the RCN. This includes secondees whose employers may receive payment from the RCN to compensate them for loss of the secondee's services, and any person paid on a self-employed basis, either full or part time.*

The verification process includes robust checks to ensure that candidates meet the eligibility criteria set out in Section 2 of this procedure. If a candidate fails to disclose any matter that could impact on their eligibility, that will be treated as a deliberate non-disclosure and will result in their becoming ineligible to continue with the appointment process and/or take up their appointment.

### **3. Term of office**

Unless otherwise stated, the term of office is four years from 1 January 2023 to 31 December 2026. The panel interviewing shortlisted candidates may choose to appoint for a two year term, from 1 January 2023 to 31 December 2024 to assist with succession planning.

### **4. Declarations of interest**

You must disclose in advance of submitting your application any potential conflicts and actual or perceived conflicts of interest (including those that are not referred to below).

Please declare the following:

- posts held in the course of employment or practice
- consultancies, directorships or advisory positions in the field of health or social care or in a business with which the RCN might do business
- a position of authority in a charity or voluntary organisation in the field of health and social care
- any public appointments
- membership/Fellowship of other professional bodies and/or specialist societies
- membership of or affiliation to a political party
- any association with other organisations (including other Trade Unions) or individuals which may have an interest or influence in the

College's work.

If any of these represent a conflict under Section 2f of the eligibility criteria in the Appointment procedure you will not be permitted to apply for this role.

## **5. How does the appointments process work?**

The appointments process has been designed in consultation with members to be professional, fair and supportive – the focus is on the skills and qualities that you can bring to the forum and the RCN.

The process is member-led, with support from the Governance Support department. It ensures that the forums are led by people who are not only specialists, but who reflect the diversity of the nursing workforce – for example, making sure that the committee represents people from across the UK, and across the breadth of the specialty.

## **6. Appointments Timeline**

Applications open	Monday 6 June 2022
Applications close	Friday 22 July 2022 at 4.30pm
Verification period	Monday 25 July – Friday 5 August 2022
Shortlisting	From Monday 8 August 2022
Interviews	October 2022
Applicants notified	Within five working days of interview
Candidates take up office	Sunday 1 January 2023

## **7. Equal opportunities**

The RCN is committed to supporting equality, diversity and inclusion. If you need help with completing the online nomination form or would prefer it in a different format, please email [governance.support@rcn.org.uk](mailto:governance.support@rcn.org.uk) or telephone 020 7647 3612.

## **8. Administration**

For more information on the forums and appointments please visit [www.rcn.org.uk/appointments](http://www.rcn.org.uk/appointments) or phone 020 7647 3612.

## **9. Submitting your application**

The deadline for applications to be submitted is 4.30pm on Friday 22 July 2022.

Application forms will be available online at [www.rcn.org.uk/appointments](http://www.rcn.org.uk/appointments).

The RCN will acknowledge that we have received your application form. If you have not received an acknowledgement

## Appendix A: interview dates

Forum	Interview Date
Bladder & Bowel	TBC
Cancer & Breast Care	TBC
Critical Care and Flight Nursing	TBC
CYP: Acute Care	TBC
CYP: Continuing & Community Care	TBC
CYP: Professional Issues	TBC
CYP: Specialist Care	TBC
CYP: Staying Healthy	TBC
Defence Nursing	TBC
Diabetes	TBC
District and Community Nursing	TBC
Education	TBC
eHealth	TBC
Emergency Care Association	TBC
Gastrointestinal Nursing	TBC
General Practice Nursing	TBC
History of Nursing	TBC
Learning Disability Nursing	TBC
Mental Health	TBC
Midwifery	TBC
Neuroscience	TBC
Nurses in Management and Leadership	TBC
Nursing in Justice and Forensic Health Care	TBC
Older People's	TBC
Ophthalmic Nursing	TBC
Pain and Palliative Care	TBC
Perioperative	TBC
Public Health	TBC
Research Society	TBC
Rheumatology Nursing	TBC
Society of Orthopaedics and Trauma Nursing	TBC
Women's Health	TBC