

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 2021

1. Introduction

There are vacancies on a number of RCN forum steering committees for terms of office beginning 1 January 2021.

If you are interested in applying please read the information below and submit a completed application form by **4.30pm on Friday 14 August 2020**.

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 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 hold a position on another RCN committee where there may be a conflict of interest (advice on this can be sought from the RCN Group Secretary on request)
- j. not have any active NMC cautions against their name and declare if they are subject to ongoing disciplinary proceedings at work, or university
- k. declare if they are subject to ongoing disciplinary proceedings in respect of any role they hold at the RCN
- 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) 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.

3. Term of office

Unless otherwise stated, the term of office is four years from 1 January 2021 to 31 December 2024. The panel interviewing shortlisted candidates may choose to appoint for a two year term, from 1 January 2021 to 31 December 2022 to assist with succession planning.

4. 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.

5. Appointments Timeline

Applications open	Monday 15 June 2020
Applications close	4.30pm on Friday 14 August 2020
Verification period	Monday 17 August – Friday 4 September 2020
Shortlisting	From 7 September 2020
Interviews	October 2020
Applicants notified	Within five working days of interview
Candidates take up office	1 January 2021

6. Administration

For more information on the forums and appointments please visit www.rcn.org.uk/appointments or phone 020 7647 3644.

7. Submitting your application

The deadline for applications to be submitted is **4.30pm on Friday 14 August 2020**.

Application forms will be available online at www.rcn.org.uk/appointments.

Appendix A: interview dates

Forum	Interview Date
Bladder and Bowel	Wednesday 7 October
Cancer and Breast Care	Friday 9 October
Critical Care and Flight Nursing	Wednesday 14 October
CYP: Acute Care	Friday 16 October
CYP: Continuing and Community Care	Tuesday 13 October
CYP: Professional Issues	Thursday 8 October
CYP: Specialist Care	Tuesday 6 October
Defence Nursing	Monday 12 October
Diabetes	Tuesday 6 October
District and Community Nursing	Monday 19 October
Education	Tuesday 20 October
eHealth	Thursday 15 October
Emergency Care Association	Tuesday 6 October
ENT – Maxillofacial Nursing	Thursday 1 October
Fertility Nursing	Tuesday 29 September
Gastrointestinal Nursing	Thursday 29 October
General Practice Nursing	Friday 23 October
History of Nursing	Wednesday 14 October
Learning Disability Nursing	Wednesday 7 October
Mental Health	Thursday 22 October
Midwifery	Wednesday 7 October
Neuroscience	Monday 12 October
Nurses in Management and Leadership	Friday 9 October
Nursing in Justice and Forensic Health Care	Friday 16 October
Older People's	Tuesday 20 October
Ophthalmic Nursing	Friday 9 October
Perioperative	Wednesday 28 October
Public Health	Wednesday 4 November
Research	TBC
Rheumatology Nursing	Monday 12 October