
Description of the working group:

The Chair will lead the development of the 2025 update of the *Clinical Guidelines on the Assessment and Management of Patients with Decreased Consciousness*, a key resource for paediatric clinical practice. This role is vital to ensuring the guideline reflects current evidence and best practice, supporting improved outcomes for children and young people.

- The Guideline working group sits within the RCPCH Research and Quality Improvement Division.
- Its function is to oversee the development of clinical guidelines in line with the RCPCH Clinical Guidelines Process Manual, ensuring methodological rigour and stakeholder engagement.
- The working group reports to the Clinical Quality in Practice Committee, with ratification by the Research and Quality Improvement Divisional Committee.

Role details

- *Accountable to: RCPCH Vice President for Science & Research and Officers for Clinical Standards and Quality Improvement*
- *Term of Office: 18 months (with the possibility of extension, subject to approval)*

Eligibility

Applicants must be *(include categories of membership delete if not applicable)*

- Fellows
- Senior Member or Fellow
- Ordinary Members

Applicants must have their **primary mailing address in the UK or Ireland**.

Role purpose and responsibility

The responsibilities of the post holder are:

- Chair the guideline development group and facilitate inclusive, evidence-informed discussions
- Lead the development of the guideline in accordance with RCPCH processes
- Ensure recommendations reflect both the evidence and working group consensus

In accordance with College policy, all candidates should be in Good Standing with the RCPCH.

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- Represent the guideline at relevant RCPCH meetings and stakeholder events
- Support dissemination and implementation planning

Working relationships

The post holder will work with:

- The RCPCH Research and Evidence Team
- Members of the guideline development group
- External stakeholders and contributors

Time commitment

The Chair will be required to attend approximately 4–6 meetings (half-day or full-day, virtual or in-person) over the course of the term and devote sufficient time to reviewing materials and providing input between meetings. Meetings will typically be held virtually, with occasional in-person sessions at the RCPCH London office.

Support provided from the College

The first point of contact will be the Project Manager, Clinical Guidelines.

Members will be reimbursed for travel and subsistence expenses in line with College policy. Remote attendance options will be available for most meetings.

Knowledge, skills and experience required

Essential:

- Member of the College in good standing (Fellow, Senior Member, Ordinary Member)
- Clinical expertise relevant to decreased consciousness in children and young people
- Experience chairing multidisciplinary groups or committees
- Understanding of evidence-based medicine and guideline methodology
- Has attended Equality, Diversity and Inclusion training within the last 3 years

Desirable:

- Experience updating clinical content or online resources
- Familiarity with NICE-accredited guideline development processes

Process

Applications for roles should be submitted electronically at [volunteering opportunities](#) no later than the closing date. Your CV should also be uploaded, and we will ask you to include a statement of up to 250 words outlining the relevant experience and reasons for applying to the post.

When undertaking a role at RCPCH all role holders must agree to respect and uphold the charitable objects, vision, and values of the RCPCH and uphold the [code of conduct](#) which embodies of the values that the RCPCH holds the breaking of

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which could lead to sanction. Core to RCPCH's values is the exemplary behaviour of its members, both as professionals and also as individuals.

Appointed candidates will be asked to [register their interests](#). This is to ensure that personal circumstances that might compromise a volunteer's ability to be seen as acting correctly are properly disclosed.

The role holder must be committed to following the College's safer working practices guidelines when working with children, young people and adults at risk.

Safeguarding is everyone's responsibility, with the role holder required to comply with the College's Safeguarding policy. Appointed candidates must also have attended Equality, Diversity and Inclusion training within the last 3 years.

The College may – at its discretion and with the agreement of the candidates – choose to offer this role as a job-share between more than one candidate once the appointment process is complete. Details will be discussed with candidates at the time should this arise.

The RCPCH wants to represent all the communities we serve and are dedicated to creating an inclusive working environment. The College is particularly keen to receive applications from those who belong to an underrepresented group as defined in the equality act 2010, including age, disability, sex, race, religion or belief, gender reassignment, married or in a civil partnership, pregnancy/parental leave, or sexual orientation.

The College is a disability confident leader, please let us know if you require any reasonable adjustments or accommodations as a result of a disability, impairment or health condition.

Members can also receive support to cover the costs of caring responsibilities, where these responsibilities would otherwise prevent them from undertaking voluntary work for the College, as per the [removing barriers](#) fund. Claims must be submitted using the appropriate form and the College should be made aware of these requests at least a month in advance. For further information please contact edi@rcpch.ac.uk.

Eligible candidates who have the required knowledge, skills and experience may be invited to attend an interview either at the College's Offices or via tele-conferencing. Following the interview, a recommendation will be made to the Committee on any appointment.

Personal information about unsuccessful candidates will be held for 6 months after the position has been filled, it will then be securely destroyed. Personal information about successful candidates will be retained on their membership file. The information contained in this will be kept secure and will only be used for purposes directly relevant to that person's responsibilities as a working group member. Please also refer to the [membership privacy notice](#) which explains how we will use the data we collect from you.

Dr Jan Dudley
Registrar
2025

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