

## Call for applications

**BPSU Scientific Committee  
Medical Advisor  
2025-2028**  
Region if applicable

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### Description of committee

The main responsibility of the BPSU Scientific Committee (BSC) member is to attend and support the work of the BSC. This includes peer review, methodological contribution to and approval of study applications, selection of the annual Sir Peter Tizard Bursary awards, contribution to the working of the BSC and promotion of the aims and objectives of the BPSU.

The British Paediatric Surveillance Unit (BPSU) was set up in 1986, to undertake active surveillance of paediatric conditions and infections across the UK and Ireland. Internationally known, it is a joint initiative between the RCPCH, Department of Health and Social Care (DHSC) and University College London, Great Ormond Street - Institute of Child Health (ICH). Each of these organisations contribute to the BPSU's funding and oversee the strategic direction of the Unit on its Partnership Board.

All three organisations are represented on the BPSU Scientific Committee (BSC), along with representatives from Health Protection Scotland and the Republic of Ireland. Other members of the BSC are appointed to provide a broad range of expertise which include community health, neonatology, infectious disease, general paediatrics, epidemiology, public health. In addition, the BSC includes two paediatric trainee representatives and lay representatives for public involvement in. The BSC support the chair and staff in the BPSU.

The responsibility of the BSC is to deliver and implement the aims and objectives of the BPSU reporting system. Its objective is to advance knowledge of rare or uncommon childhood conditions, disorders or infections, which are of public health importance, through active monthly reporting by paediatricians participating in a national reporting scheme.

The Scientific Committee is responsible for:

- Inputting into the yearly budget
- Signing-off the annual report

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- Reporting to the Partnership Board on the activities of the BPSU
- Receiving regular financial reports from the BPSU Project Manager
- Implementing the aims and objectives of the reporting system
- Inputting into and drafting the three-year strategic plan for the Unit
- Ensuring the BPSU adheres to good data governance practices

The business of the committee is:

- The implementation of the aims and objectives of the BPSU
- Guiding and monitoring the operation of the BPSU
- Providing peer review of and approving applications from investigators proposing conditions to include on the BPSU reporting system
- Advising on the design and conduct of studies
- Developing written and other guidance for potential applicants, to include the process for applying and expected good practice in relation to research governance and public involvement by study investigators
- Receiving and reviewing draft reports and publications from investigators
- Supporting the wide dissemination of BPSU outputs and impact to a variety of stakeholders
- Encouraging engagement of clinicians in surveillance activities and promoting awareness of conditions being researched
- Approving reports of the Unit's work, including the annual report encouraging and monitoring public involvement in BPSU studies

The committee reports to the BPSU Partnership Board. The three parent bodies are represented on the board, RCPCH, UCL-GOS-ICH and DHSC.

### **Role details**

- This role is primarily accountable to the BPSU Chair
- Term of Office is for 3 years with an option for extending for a further 2 years.

### **Eligibility**

Applicants must be members of the college or equivalent, who are regular reporters to the BPSU.

### **Role purpose and responsibility**

The responsibilities of the post holder are:

- Supporting the Unit to achieve its strategic aims and objectives.

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- Supporting the chair of the BPSU Scientific Committee and supporting the peer review and approvals process of studies of conditions proposed for inclusion on the 'orange card'.
- Supporting the work of the Medical Advisers and the appointment, induction and work of other committee members as required.
- Contributing to the development of a yearly strategic review including work and financial plan
- Being an advocate for the work of the BPSU

### **Working relationships**

The post holder will work with the entire BPSU Scientific Committee, the Head of the BPSU, and BPSU Project Co-ordinator.

### **Time commitment**

Committee members will be required to attend 6 half-day meetings per year and devote sufficient time to the role to meet the demands of the job. You may be asked to represent the Committee at other internal or external meetings of the College. Meetings will normally be held in London in the RCPCH offices or remotely.

The Medical Advisor will be required to attend up to 6 meetings of 4 hours duration (11.00 -15.00) per year. Majority of committee meetings are held virtually but 1-2 meetings may be held in person in London. Attendance at BSC meetings is monitored. Membership is reviewed if individual attendance drops below fifty percent or if Member's are absent from more than three consecutive meetings. It is expected that at least two-thirds of Committee Members are in attendance at each meeting. Members may be asked to represent the BPSU at other internal or external meetings of each of the parent bodies of the Unit.

### **Support provided from the College**

The first point of contact will be via the BPSU Project Coordinator. The BPSU office will provide appropriate support and ensure all papers are prepared to ensure ease of understanding.

Members will be reimbursed for the cost of travelling expenses (in line with the College's expenses policy) and subsistence to attend College meetings. Remote attendance options may also be offered for some meetings.

### **Knowledge, skills and experience required**

#### **Essential**

- [Member of the College in Good Standing with RCPCH](#)
- Has attended [Equality, Diversity and Inclusion](#) training within the last 3 years.

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For appointment through Specialist Registrar grade:

- i. Registered with the GMC
- ii. Two years post-registration experience (GPT; general professional training).
- iii. At least 12 months and preferably 24 months of GPT must be in specialties involving direct patient care
- iv. Proven experience in a range of clinical posts
- v. ICH or DHSC/UKHSA affiliation: epidemiological and/or public health training
- vi. Higher Medical Qualification

For appointment through Specialist Trainee grade:

- i. A good first degree (or equivalent professional qualification) in a health related discipline, held for at least 2 years.
- ii. A minimum of 4 years' experience relevant to public health practice, which might include health, local authority or voluntary sector experience.
- iii. ICH or PHE affiliation: epidemiological and/or public health training

For all candidates:

- i. Ability to practice an evidence-based approach to public health and display epidemiological skills and understanding of concepts of public health surveillance systems and methodologies.
- ii. Clear logical thinking showing an analytical/scientific approach.
- iii. Interest in and enthusiasm for personal involvement in answering research questions.
- iv. Evidence of basic organisational and management skills
- v. Understanding of the principles of medical audit & research
- vi. Ability to organise and prioritise work.
- vii. Evidence of previous success in multidisciplinary teamwork.
- viii. Display knowledge about ethical issues.
- ix. Ability to relate to people from a wide range of professional backgrounds.

### **Desirable**

- i. For appointment through Specialist Registrar grade: Higher Medical Qualification
- ii. For appointment through Specialist Trainee grade: Higher Degree Qualification
- iii. Good IT and numeracy skills
- iv. Understanding of the principles and importance of research
- v. Previous publications or evidence of personal research.
- vi. Evidence of active participation in audit, management, or teaching
- vii. Experience of committee work

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## 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 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](mailto: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.

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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 committee 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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