

---

## Description of Committee:

The RCPCH has a College Specialist Advisory Committee (CSAC) in Neurology which is responsible to the College for monitoring training within the sub-speciality and advising the College on related issues. This CSAC has a Chair, 2 Training Advisors, an Assessment Advisor, 2 Quality Advisors and 1 Trainee Representative (leaving post), who form the voting members of the CSAC.

## Role details

- Trainee Representative for Neurology.
- Accountable to the Chair of the CSAC and the Vice President (Training and Assessment)
- Term of office: 3 years or completion of training, whichever falls earlier.

## Eligibility

Applications are now invited from Ordinary Members of the College who are in the Specialty level for Subspecialty trainees in Neurology who hold a National Training Number (NTN) for a UK approved paediatric training programme.

## Role purpose and responsibility

The responsibilities of the post holder are:

- Bring to the Committee the Trainee perspective on training and assessment issues including monitoring quality and standards of training in Neurology.
- Advocate for and represent the views of the sub-specialty trainees and ensure that they are brought to the Committee for consideration.
- Contact sub-specialty trainees to find out their views on current topics and issues for training prior to Committee meetings and relay relevant information back to trainees after the meeting.
- Collaborate with the Regional Representatives on the Trainee Network to ensure that the views of subspecialty trainees are represented on a national level.
- Attend meetings and devote sufficient time to the role to meet the demands of the job.
- Assist with and contribute to the updating of documents that the Committee may deem useful for trainees in Neurology.

---

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

Page 1 of 4

- Contribute to START scenario and MRCPCH examination question setting and quality assurance (if appropriate).

Committee members will be required to attend 2-3 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 or by teleconference.

### **Working relationships**

The post holder will work with the other members of the CSAC, predominantly the Chair, Training Advisors, Assessment Advisor, Trainee Representative, Officers for Training and Assessment and Education and Training Division staff as required. This list is not exhaustive.

### **Time Commitment**

Committee members will be required to attend up to 3 CSAC meetings and 2 CSAC Assemblies per year and devote sufficient time to the role to meet the demands of the role. You may be asked to represent the Committee at other internal or external meetings of the College. Meetings will normally be held via MS Teams with 1 meeting per year held in person in London.

### **Support Provided from the College.**

The post holder will work with the other members of the CSAC, predominantly the Chair, Training Advisors, Assessment Advisor, Trainee Representative, Officers for Training and Assessment and Education and Training Division staff as required. This list is not exhaustive.

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](#) (Ordinary Members)
- The post holder will be through specialty level trainee in Neurology with a particular interest in assisting the RCPCH in the development of specialist training policy and the delivery of training to standards as set by the GMC and RCPCH, as well as wanting to act as an advocate and representative in the promotion of sub-specialty training.
- Has attended [Equality, Diversity and Inclusion training](#) within the last 3 years.

---

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

Page 2 of 4

## Desirable:

- Interest in assisting the RCPCH in the development of specialist training policy and the delivery of training to standards as set by the GMC and RCPCH.
- Willingness to act as an advocate and representative in the promotion of sub-specialty training.

## 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 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 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

---

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

Page 3 of 4

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. Following the interview, a recommendation will be made to the Neurology CSAC 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**

---

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

Page 4 of 4

Royal College of Paediatrics and Child Health.  
Incorporated by Royal Charter and registered as a Charity in  
England and Wales: 1057744 and in Scotland: SCO38299.  
Registered Office 5-11 Theobalds Road, London WC1X 8SH.  
Patron HRH The Princess Royal.