

Description of committee

The Invited Reviews Programme Board (IRPB) provides governance of the Invited Reviews programme processes and informs its strategy.

The purpose of the invited reviews programme is to support delivery of the College's charitable objectives by working to improve child health services. The programme operates in line with the Academy of Medical Royal Colleges framework¹ and aims to provide expert, independent opinion on the quality and safety of care and services to support improvements and facilitate reflection and learning.

The IRPB provides governance of the Invited Reviews programme processes and inform its strategy. It has the following responsibilities:

- (i) Contributing to and approving the frameworks and structures, including policies, principles and processes;
- (ii) Contributing to strategic development in the context of College strategic goals and the relevant wider landscape;
- (iii) Oversight of the risks and opportunities, and of the progress of invited reviews undertaken by the College.

The IRPB reports to the College's Executive Committee, and delegates responsibility to the Invited Reviews Programme Oversight Group² (IRPOG) for the operational oversight of the invited reviews programme of work, including each invited review.

Role details

The role of paediatric doctor expert peer reviewer representative on the IRPB offers an exciting opportunity to bring your expert peer reviewer experience and insight to support its functions.

The post-holder is accountable to the Chair of the IRPB

Term of Office is 3 years with the option of reappointment for a further 2 years.

¹ A framework of operating principles for managing invited reviews within healthcare,' March 2022. Academy of Medical Royal Colleges ([link](#))

² RCPCH Invited Reviews Programme Oversight Group (IRPOG) comprises: RCPCH Registrar and Assistant Registrar, Clinical Lead and Deputy Clinical Lead for invited reviews, Executive Director for Research and Quality Improvement, Head of Invited Reviews and Programme Manager for Invited Reviews.

Eligibility

- A member of and [in good standing](#) with RCPCH (fellow, Senior Fellow, Ordinary member or senior member) whose primary mailing address is in the UK/Ireland.
- Consultant paediatrician (or equivalent, e.g., speciality doctor)
- Be in active NHS clinical practice with at least 5 years' experience or be no more than three years post-retirement.
- Current registration with the General Medical Council (GMC) and be up to date with appraisal and revalidation requirements and continuing professional development (CPD).

Role purpose and responsibility

The responsibilities of the post holder are to provide the medical peer reviewer expertise and perspective to inform:

- The strategy and overall objectives of the invited reviews programme of work;
- The quality assurance of and support for invited reviewers undertaking RCPCH invited reviews.

Working relationships

The post holder will work with the IRPB Chair and other Committee members.

Time commitment

Committee members will be required to attend three half-day meetings per year and devote sufficient time to meet the demands of the role. Meetings will normally be held remotely via MS Teams videoconferencing. You may also be asked to represent the Committee at other internal or external meetings of the College.

Support provided from the College

The first point of contact will be via the Invited Reviews Project Manager. All papers will be shared in advance of meetings securely via a dedicated SharePoint site.

Members, if required to attend in-person meetings, will be reimbursed for the cost of travelling expenses (in line with the College's expenses policy) and subsistence.

Knowledge, skills and experience required

Essential:

- [Member of the College in Good Standing with RCPCH](#) (fellow, Senior Fellow, Ordinary member or senior member)
- Has attended [Equality, Diversity and Inclusion](#) training within the last 3 years.
- Experience of undertaking peer review in a paediatric healthcare setting within the last 5 years.
- Understanding of the training and support needs of paediatricians undertaking expert peer reviewers within healthcare.

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

- Up to date and compliance with mandatory and statutory training, including:
 - Level 3 Safeguarding training
 - Information governance training

Desirable:

- Experience as an expert peer reviewer for the RCPCH Invited Reviews Programme.

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

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

Page 3 of 4

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.

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.