BRITISH PAEDIATRIC SURVEILLANCE UNIT (BPSU) SCIENTIFIC COMMITTEE
IRELAND REPRESENTATIVE CALL FOR NOMINATIONS To serve 2017-2020

Region: Republic of Ireland

The British Paediatric Surveillance Unit (BPSU) was set up in 1986, to undertake active surveillance of rare paediatric conditions and infections across the UK and Ireland. The responsibility of the BPSU Scientific Committee (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. Internationally known, it is a joint initiative between the RCPCH, Public Health England (PHE) and University College London- Institute of Child Health (ICH), each of whom contribute to its funding.

All three organisations are represented on the BSC, along with representatives from Health Protection Scotland (HPS) and the Faculty of Paediatrics of the Royal College of Physicians Ireland (RCPI). Other members of the BSC are appointed in order to provide a broad range of expertise: currently in community health, neonatology, infectious disease, nephrology, general paediatrics, epidemiology, public health and public involvement in research.

There are two medical advisers, one each from the ICH and PHE, who support the work of the chair and BPSU office. The BSC is overseen by a Governance Board that includes the 3 main partners of the BPSU.

The function of the committee:

- the implementation of the aims and objectives of the reporting system
- guiding and monitoring the operation of the reporting system
- 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 BSC committee reports to the Governance Board. The Governance Board is chaired by Professor John Newton, Chief Knowledge Officer, PHE and its membership is drawn from the BPSU’s parent bodies, RCPCH (Professor Neena Modi; Jacqueline Fitzgerald), ICH (Professor Rosalind Smyth; Professor Catherine Peckham), PHE (Professor Richard Pebody)

**ROLE DETAILS**

The appointment is for 3 years, renewable for a further 2 years.

**ELIGIBILITY**

Nominees must be based in the Republic of Ireland and regular reporters to the BPSU.

**ROLE PURPOSE AND RESPONSIBILITIES**

The main responsibility of the Republic of Ireland Representative Committee Member will act as a link with Irish BPSU respondents and 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 Committee Member will be required to attend up to 6 meetings in person of 4 hours duration (11.00am-15.00pm) per year. Committee meetings will normally be held 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 two 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.

**Duties**

Duties include:

1) Supporting the Unit to achieve its strategic aims and objectives.
2) 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.’
3) Supporting the work of the Medical Advisers and the appointment, induction and work of other committee members as required.
4) Contributing to the development of a yearly strategic review including work and financial plan
5) Being an advocate for the work of the BPSU
KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential

- Currently practicing as a paediatric clinician in the Republic of Ireland
- GMC of Ireland specialist register as paediatrician with minimum 3 years’ experience post CCT or equivalent
- Member in good standing with RCPCH or equivalent organisation and the BPSU (orange card compliant)
- Has knowledge of research governance issues, including ethics, data protection and consent and confidentiality
- Good communication and team working skills

Desirable

- Applications are welcomed from all paediatric specialties
- Higher degree (MD or PhD)
- Epidemiological and public health knowledge
- Research or academic experience
- Experience of serving on Committees

WORKING RELATIONSHIPS

The BSC Member is primarily accountable to the BPSU Chair. Committee Members work closely with the Scientific Coordinator, the two Medical Advisers, and the Research Facilitator. The Chair is the spokesperson for the BPSU and liaises with the BPSU Governance Board.

SUPPORT PROVIDED FROM THE COLLEGE

The first point of contact will be via the BPSU Scientific 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 terms and conditions) and subsistence to attend BPSU meetings. Claims must be submitted using the appropriate form.

PROCESS

Nominations should be submitted electronically by no later than 9.30am on Monday 25 September 2017 at: http://www.rcpch.ac.uk/rcpch-nomination-form. Your CV should also be uploaded and the form will also include a statement of up to 250 words outlining the relevant experience and reasons for applying to the post. Please also complete the Equal Opportunities Monitoring section at the end of the form.

The information provided within your application form will be used for the purpose of election to committees only. It will be shared with members of the Royal College of Paediatrics and Child Health in the instance that there is more
than one applicant for the position and a vote has to be taken. It will not be shared
with any other third parties.

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.

Applications will be considered by the BPSU Scientific Committee and ratified by
the BPSU Scientific Committee.

Dr Ian Maconochie, Registrar
August 2017

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

To discuss any aspects of this post please contact

Dr Richard Reading (BPSU Chair)
Tel: 0160 328 6343
Email: richard.reading@nnuh.nhs.uk

For further information re application process please contact

Richard Lynn, BPSU Scientific Coordinator
Tel: 0207 092 6073
Email: richard.lynn@rcpch.ac.uk