

Region: All, but we are underrepresented with reviewers from Northern Ireland, Scotland and Wales

Description of the role:

Issues of clinical governance, reconfiguration, job planning, appraisal and revalidation, as well as legitimate public concern and awareness of healthcare performance have resulted in an increasing number of requests to RCPCH from trusts and commissioners for assistance. The College recognised it had a role to assist in these circumstances to:

- evaluate a service where concerns have been raised
- discover whether problems do exist, and if so, in which service areas or teams
- provide a source of advice and "signposting" for assistance where the College cannot itself directly respond to the request

The RCPCH Invited Review programme meets this need, by utilising experienced clinical and lay reviewers to provide a robust confidential peer review service to healthcare organisations across the UK, backed by a respected professional body.

Through the provision of experienced reviewers with an in-depth knowledge of standards and service models, the invited reviews service helps clinicians to work with employers, commissioners and managers at service or individual level towards improving outcomes for children and young people, and compliant, effective working arrangements for clinicians.

Each review is specifically tailored to the needs of the client with bespoke terms of reference and a review team that best fits the requirements and composition of the organisation involved. More details on www.rcpch.ac.uk/invitedreviews

ROLE DETAILS

Period of office

The period of office of an Invited Review reviewer is not restricted to any maximum period of time but reviewers would normally serve for at least three years to enable consistency of approach across the review pool and justify investment in training. We would expect them to be available for at least one review visit within the first year from training.

Invited Reviews reviewers who are no longer able to fulfil their commitments may resign from their role via formal notification to the Clinical Lead for Invited Reviews at any time.

Accountability

Invited reviewers are accountable to the Invited Reviews Programme Board¹.

¹ The Invited Reviews Programme Board oversees the programme on behalf of Council. It comprises the Registrar, VP health Services, Officers for Workforce and Child Protection, Director of Corporate services and members of the Invited Reviews staff team.

Time commitment

Each review visit usually comprises 2-3 full days for the site visit, including overnight stays where required. An additional 1-2 days will be required for travel, preparation prior to the visit (e.g. reading documents) and contribution to producing the report following the visit.

Conflicts of interest

When invited to take part in a review an individual should declare any current investigation or medico-legal complaint against themselves in which they are involved. Review team members are required to disclose any involvement with the healthcare organisation or any individual from the healthcare organisation involved in the review which could lead to a conflict of interest e.g. having worked previously with or supervised any individuals under review in the service.

Confidentiality

Reviewers are required to comply with the RCPCH Invited Reviews programme protocols on confidentiality as set out in the [Guide to Invited Reviews](#).

ELIGIBILITY

- Consultants (or equivalent) who are Fellows, Senior Fellows, Ordinary Members or Senior Members normally resident in the UK or Republic of Ireland
- Registered with the GMC (ideally still with Licence to practise)
- We welcome applications from paediatricians from all specialities but are particularly low on peer reviewers with expertise in:
 - Child protection
 - Community paediatrics
 - Workforce planning

ROLE PURPOSE AND RESPONSIBILITIES

The credibility of a RCPCH Invited Review visit and report is highly dependent upon the skills and approach of the members of the Review Team. An invited reviewer is an individual who:

- has excellent communication skills
- can manage interviews effectively
- can identify and analyse all the information they need to address the terms of reference, seeking confirmation of facts and events from more than one source (triangulation) and actively looking for evidence to substantiate or refute any criticisms or complaints made
- can deliver fair and constructive feedback at an appropriate time
- Is objective and non-judgmental
- can work collaboratively and effectively in a review team, understanding their unique role in that team
- can make difficult judgments (with the support of the rest of the team) based on standards and statutory requirements (where applicable)
- is a confident negotiator
- is able to ensure the written review report provides the healthcare organisation with all the information it needs to make changes and improvements

- is able to use their experience, knowledge and clinical expertise to provide clinicians and managers in paediatric services with an independent evaluation and recommendations or options for the resolution of the issues raised
- can work in this role on a self-employed or seconded basis on behalf of the RCPCH, and have time to carry out the role (each review includes advance planning, seeking and reviewing evidence, a review visit (usually 2-3 days), conducting interviews and contributing to the review report as part of a specially selected Review team)

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

This sets out the requirement for invited reviewers working with the College. All areas are essential to the role however some may be developed through induction (see those sections marked * below). It is a requirement that **all** applicants undertake such induction prior to undertaking any reviews.

Qualifications / membership / registration

- *Has completed RCPCH Invited Reviews induction (this is not required prior to application but must be completed prior to undertaking a review)
- Holds ordinary membership or Fellowship of RCPCH and is in good standing
- Has current registration with General Medical Council and is not subject to any sanctions **NOTE** – anyone carrying out a case note reviews must also have a license to practice

Experience

- Is currently working in active clinical practice in the NHS, or within two years of retirement (for new applicants)
- Has at least 5 years working in active clinical practice within the NHS as a paediatric consultant or equivalent
- Is up to date with continuing professional development
- (Useful but not essential) Has experience in a similar role e.g. as a reviewer for NCAS, GMC or NCAT²

Skills

- Is able to see beyond their own working environment and experience, and can think broadly about issues encountered during a review
- Has developed organisational and planning skills including the ability to work to tight deadlines
- Works within own limits of competence and understands sources of potential support and expertise and how to access this
- Is able to seek out, interpret and reference relevant standards and guidance
- Is able to judge the relevance of information collected during a review and is able to give weight to (prioritise importance of) relevant information collected
- Is able to remain impartial, non-judgemental and objective
- Is able to assimilate large volumes of information
- Can provide clear and logical feedback
- Is able to record accurately information obtained during interviews
- Has intermediate IT skills (e.g. email management, document editing/proofreading skills)

² National Clinical Advisory Service, General Medical Council and National Clinical Advisory Team (England).

- *Has a high level of interpersonal and communication skills and demonstrates tact and diplomacy, with the ability to listen and engage effectively
- *Is able to conduct interviews sensitively using careful questioning appropriate for the audience
- *Is able to foster, contribute to and promote a collaborative team environment
- *Is able to judge / review against a standard

Attitudes

- Is motivated and conscientious
- Is aware of their own and others' biases / prejudices. Demonstrates objectivity and neutrality whilst conducting a review and is able to develop their own strategies for dealing with potential challenges to this
- Demonstrates respect of and for colleagues
- Is resilient and objective particularly in situations of conflict
- Is committed to keeping up to date and fit to practice in the role of an invited reviewer

Knowledge

- Knowledge of outcome measures for service delivery and design
- *Understands the role and scope of an invited reviewer and is prepared to work within it
- *Understands the current political and managerial structures within the NHS and policies which underpin them.
- *Has up to date knowledge of NHS and RCPCH service standards and publications, and their application
- *Knowledge of mechanisms for service user involvement
- *Knowledge of the requirements of information governance

Other

- Is prepared to travel outside their local area and stay away overnight if required (reviewers are usually assigned to review visits outside their own region)

Complies NHS information governance requirements

WORKING RELATIONSHIPS

Reviewers will be supported in their responsibilities by the other members of their Review team, the wider pool of reviewers, the Clinical Adviser for Invited Reviews and the Invited reviews staff team.

Reviewers or their employing organisations will receive a fee for their time spent on reviews plus reimbursement of reasonable expenses incurred for travel and subsistence. These costs are directly charged by RCPCH to the contracting organisation and do not constitute any form of employment by RCPCH of the reviewer.

Invited Reviews must attend RCPCH approved induction, and undertake refresher training via attendance at a RCPCH approved refresher event at least every two years. This will ensure that reviewers who are only occasionally involved in reviews remain up-to-date with any changes to RCPCH or related guidance in relation to invited reviews. Those who do not attend refresher training when requested will be asked to step down as reviewers.

SUPPORT PROVIDED FROM THE COLLEGE

The first point of contact will be via the Head of Invited Reviews.

The College 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 College meetings. Claims must be submitted using the appropriate form.

PROCESS

Nominations should be submitted electronically by no later than **9:30am on Monday 3 September 2018** at: <https://www.rcpch.ac.uk/form/rcpch-nominations#no-back>. 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 no more than 6 months after the closing date of the application, 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 Reviewer. Please also refer to the [Membership Privacy Notice](#) which explains how we will use the data we collect from you.

Applications will be considered by the Invited Reviews Clinical Adviser and ratified by the Invited Reviews Programme Board. Successful applicants will be invited to the RCPCH induction, but completion of this does not guarantee appointment as a reviewer.

If you have any questions about the role, or the application process, you can contact one of the Invited Reviews team on 020 7092 6091 or invited.reviews@rcpch.ac.uk

Reviewer Induction/refresh days are on 14 January in London and 8 February in Leeds.

**Dr Mike Linney, Registrar
August 2018**

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