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The College Specialty Advisory Committees (CSAC) are sub-committees of the Royal College of Paediatrics and Child Health (RCPCH), Education and Training Quality Committee (ETQC). Each CSAC has been established to supervise the development and delivery of subspecialty training and assessment standards set by the RCPCH in a number of key areas within a GMC recognised training programme. CSACs have particular responsibility for monitoring Level 3 trainees' progress through their subspecialty training, advising and signing off subspecialty CCTs, CESRs and SPIN modules as well as the continued development of their Level 3 curriculum and assessment systems as relevant to the individual subspecialty.

The RCPCH has a College Specialist Advisory Committee (CSAC) in Child Mental Health, which is responsible to the College for monitoring training and assessment within the subspecialty and advising the College on related issues. This CSAC has a Chair, a Training and Assessment Advisor, a Training and Quality Advisor, a Trainee Representative and a Child Psychiatry Representative who form the voting members of the CSAC.

## **ROLE DETAILS**

- Training Advisor and Assessment Advisor
- Members are accountable to the Chair of the CSAC and the Vice President (Training and Assessment).
- Term of office: 2020 - 2023 with the option to extend for a maximum further two subject to approval by Education and Training Divisional Committee.

## **ELIGIBILITY**

Applications are now invited from Consultant Paediatricians in Child Mental Health, who are Honorary Fellows, Fellows or Ordinary Members of the College.

## **ROLE PURPOSE AND RESPONSIBILITIES**

The post holder will be required to (The Chair may also delegate responsibility for some tasks to the Training Adviser as necessary and appropriate):

- Work with key stakeholders<sup>1</sup> to improve and monitor training and standards of training within the sub-specialty and advising the College on related issues.
- To advise trainees on aspects of their training and how they may work towards acquiring the necessary competences; ensuring that paediatric trainees have satisfied the training requirements for CCT/CESR(CP) and SPIN modules.
- To assist the Chair and Assessment Adviser in ensuring that the database of Grid trainees in Child Mental Health is kept up to date in terms of trainees progress.
- To consider paediatric trainees' applications for CCT/CESR(CP) and SPIN modules promptly, together with the Chair and other key members of the CSAC and sign off the

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<sup>1</sup> Key stakeholders in this case are the Chair, other members of CSAC, Officers for Training and Assessment, Heads of School, and staff in the Education and Training Division

applications, and return the form with any related documentation, to the applicant by registered delivery.

- To ensure that paediatric trainees have satisfied the training requirements for CCT/CESR(CP) and SPIN modules.
- The Training Adviser delivers the penultimate year assessments, liaising with the Trainee representative.
- To attend centrally organised induction/training organised by the RCPCH.
- To act as CSAC lead to co-ordinate, write and quality assure scenarios for the START assessment and submit to the College.
- To contribute to the development/updating of the Level 3 assessed competency frameworks and Special Interest (SPIN) Modules in Child Mental Health.
- To oversee trainee assessment within the subspecialty and ensure that the database of Grid trainees in Child Mental Health is kept up to date in relation to progress.
- To assist, when required, the Quality and Standards team by providing specialist knowledge for question generation activities for MRCPCH examination papers.
- To evaluate CESR (Certificate of Eligibility to the Specialist Register) applications in a non CCT specialty for entry to the Specialist Register (if the applicant is applying in Child Mental Health. Each application has to be assessed independently by two assessors, one of which must be the CSAC Chair or, if delegated by the Chair, the Specialty Assessment or Training Advisers if appropriate or by agreement.
- To assess sub-specialty recognition applications (Article 13.5) for applicants already on the Specialist Register for paediatrics, but who wish to add Child Mental Health.
- To represent CSAC at other internal or external meetings of the College or at events held by the College eg. Policy Conference, Careers Fairs etc.
- To attend centrally organised induction/training organised by the RCPCH.
- To devote sufficient time to the role to meet the demands of the job.

## **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

The post holder will be a Consultant in Child Mental Health with a commitment to modernizing training in line with College Strategy. You will have wide experience in Child Mental Health and a demonstrated expertise and experience in training.

### Essential:

- Works in a consultant post.
- Able to demonstrate experience as a clinical and educational supervisor.
- Have detailed, up-to-date knowledge of the requirements of postgraduate training, the regulations involved and the examinations, assessments and appraisals that trainees are required to undertake.
- Excellent communication skills and ability to work well in a team.
- Understanding of equality and diversity issues.
- In Good Standing with the RCPCH.

### Desirable:

- Evidence of professional development in education e.g. Postgraduate Certificate in Education or equivalent.
- Able to demonstrate an active involvement in education and training issues and have an appropriate and current working knowledge of educational requirements.
- Contribution to developments in organisation/delivery of education.
- Knowledge of committee work.
- Awareness of RCPCH structure and function.

## **WORKING RELATIONSHIPS**

Level 3 Subspecialty trainees in Child Mental Health, Chair and Training Advisors on the CSAC, Officers for Training and Assessment, Heads of School, Regional Advisors, Academic Regional Representatives and Education and Training Division.

## **SUPPORT PROVIDED FROM THE COLLEGE**

The first point of contact with the Education and Training Division will be via the Education & Training Support Administrator (Committee Services) who will forward queries as appropriate.

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 and subsistence to attend CSAC meetings. Claims must be submitted using the appropriate form and within 3 months of the expense being incurred.

## **PROCESS**

Nominations should be submitted electronically by no later **9:30am on Monday 21 December 2020** 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 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.

As a member of the committee it is a requirement to have an email address available on the committee page of the RCPCH website so trainees can contact you (as per role purpose and responsibilities above). If you are successful in your application, you will be asked to provide your preferred email address to be added to the RCPCH website. If you cannot provide an email address, you cannot be a member of the committee.

Applications will be considered by the Child Mental Health CSAC and ratified by the Education and Training Divisional Committee.

**Dr Mike Linney, Registrar**  
**November 2020**

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