

Call for applications

**Examination Board
Trainee Representative**
To serve 2024 - 2027

The Educating and Training Division of the RCPCH is responsible for the developing, implementing and quality assurance of all strands of training and assessment related to UK Paediatric training. The Education and Training Division, with the Trainee Committee, wants to enhance trainee representation in the process of College examinations.

- The Examinations Boards purpose is to manage the strategy and operations plan as it relates to the College's theory and clinical examinations, in the UK and internationally.
- Examination Board reports to the Education and Training Executive Committee. The post holder will report to Examination Board and to the Trainee Committee on all relevant RCPCH examination items.

Role details

- The post-holder is accountable to the Officer for Examinations.
- Term of Office: 3 years in the first instance (or to CCT date if earlier) with option to extend by further 2 years.

Eligibility

Applicants must be *a trainee who is currently in paediatric training (including subspecialties). The post holder must be able to demonstrate an interest in all aspects of training, particularly examinations and assessment.* and whose primary mailing address is in the UK/Ireland.

Role purpose and responsibility

The responsibilities of the post holder are:

- Bring to the Examination Board the trainees' perspective on issues relating to examinations (including examination format, content, application procedures, marking and moderation, appeals, exam preparation, costs).
- Contact trainee representatives on the Trainees Committee to find out the views of the trainees they in turn represent on current topics and issues associated with examinations prior to Examinations Board meetings and relay relevant information back to these representatives after meetings.
- Represent the committee at other internal or external meetings of the College or at events held by the College as required eg, Trainees Committee, Careers Fairs etc.
- Assist with and contribute to updating guidance, documents and other publications that the Education and Training Division may deem useful for trainees for exams.
- Assist with and contribute to writing examination questions and OSCE scenarios for the MRCPCH/DCH examinations.

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

Working relationships

The post holder will work with the Officer for Examinations and other Examination Board and Trainee Committee members.

Time commitment

Committee members will be required to attend a minimum of two of three examination boards per year (which occur in varied locations across the UK or remotely) and devote sufficient time to the role to meet the demands of the position. You may 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 Assessment Development Lead (Theory & Standards). Attendance at Exam Boards for meetings will also bring the post holder into regular contact with either the Head of Theory & Standards or the Question Board and Quality Assurance Manager. In the absence of any/all of the above the Head of Clinical Assessment would be the next logical point of contact. The above post holders sit on Examinations Board.

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 Member)
- Has attended [Equality, Diversity and Inclusion training](#) within the last 3 years.
- Excellent interpersonal skills, exercising a high degree of diplomacy and tact.

Desirable:

- Experience of holding a formal position on a committee.
- Able to evidence contribution to RCPCH examination or assessment workstreams post MRCPCH. This may include question writing, supporting MRCPCH clinical host centres with running of clinical exam events, participation in Angoff meetings etc.
- Holding or working towards a post graduate certificate/diploma/qualification in education

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.

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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 vulnerable adults. 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 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 Board 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.

Professor Steve Turner
Registrar
2024

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