
Description of Training and Quality Board

The Training & Quality Board (TQB) was founded in March 2021 following a restructure of the Education & Training Division. The TQB's purpose is to manage the strategy, and operations plan as it relates to training, curricula, and to the overall trainee experience.

Role details

- The Royal College of Paediatrics and Child Health is seeking nominations for a General Board member to sit on the Training & Quality Board. This role can be shared across two clinicians to ensure that there is consistent representation and output.
- Term of office is three years, with option of extension for further two years, subject to satisfactory performance and active engagement in the role.

Eligibility

Applicants must be:

- Senior Member or Fellow
- Ordinary Members

and whose primary mailing address is in the UK/Ireland

Role purpose and responsibility

The Training & Quality Board is attended by clinical members. Managerial leads from the Education & Training Division will contribute throughout.

The Board is responsible for:

- The Progress Curriculum, including:
 - its related training guidance and assessments, including START.
 - Training across subspecialties and academia.
 - The ePortfolio for paediatricians.
- Support and advice for paediatric trainees and trainers.
- Support and engagement with related curricula, including undergraduate and foundation training.

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

Page 1 of 4

- The quality management, review, and certification of training, including Portfolio Pathway.

We are looking for RCPCH members to join the Board and help take forward its important projects and work streams.

The successful candidate will take part in the following areas:

- Meetings of the Training & Quality Board (frequency as outlined under time commitment)
- Feedback to and from other relevant meetings on relevant issues, pertaining to training and assessments.
- Ownership of work streams, projects, or documents for the Board.
- Contributions to START assessments.
- Attendance on an ad-hoc basis at meetings external and internal for the Board.
- Responding proactively and in a timely fashion to email discussions.

Working relationships

The post holder will work with the Chair, other Committee members, Heads of School, and members of the RCPCH Education and Training Division. You will be reporting to the chair of TQB.

Time commitment

Committee members will be required to attend 3 x 2-hour meetings per year, and one in person meeting which is approx. 4 hours and devote sufficient time to the role to meet the demands of the job. You may be asked to represent the Committee at other internal or external meetings of the College. Meetings will normally be held in remotely but may also be held at the RCPCH offices in London.

- It is estimated that the equivalent of 1 day per month will be required to carry out these duties. Much of the work can be undertaken out of working hours by email and via use of MS teams.
- Candidates are strongly encouraged to ensure their employers are supportive, prior to putting their name forward.

Support provided from the College

The first point of contact will be via the Quality and Training Projects Coordinator who can be reached at qualityandtrainingprojects@rcpch.ac.uk.

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

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

Page 2 of 4

Knowledge, skills and experience required

Essential:

- [Member of the College in Good Standing with RCPCH](#) (in membership categories Senior Member/Fellow, or Ordinary Members)
- Has attended Equality, Diversity, and Inclusion training within the last 3 years.
- Active in Clinical Practice
- Experience of medical education and/or training
- Excellent communicator who is able to provide timely responses.
- Well-organised individual, **and** confident in the use of technology, including usage of shared documents, SharePoint, and remote meeting platforms (MS teams)
- In addition, candidates will be expected to exemplify [RCPCH values, and align with our vision and mission](#).

Desirable:

- Experience as a role holder in a committee
- Evidence of experience in leading on projects and successfully managing the quality assurance workstreams of such pieces of work

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

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

Page 3 of 4

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 Training and Quality 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.

Dr Jan Dudley
Registrar
2026

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

Page 4 of 4