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## Description of committee:

The RCPCH has a College Specialist Advisory Committee (CSAC) in Paediatric Respiratory Medicine CSAC which is responsible to the College for monitoring training within the sub-speciality and advising the College on related issues.

This CSAC has a Chair, 2 Training Advisors, an Assessment Advisor (stepping down), a Quality Advisor and a Trainee Representative, who form the voting members of the CSAC.

## Role details

- **Assessment Advisor for Respiratory Medicine CSAC.**
- Members are accountable to the Chair of the CSAC and the Vice President (Training and Assessment)
- Term of office: 3 years, extendable to a maximum of 5 years.

## Eligibility

Applications are now invited from Consultant Paediatricians in Respiratory Medicine, or equivalent, who are Honorary Fellows, Fellows or Ordinary Members of the College.

## Role purpose and responsibility

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

- Work with key stakeholders to improve and monitor standards of training and assessment for Respiratory Medicine sub-specialty.
- Adhere to the RCPCH curriculum principles around length, context and course programme.
- Act as CSAC lead to co-ordinate, write and quality assure scenarios for the START assessment and submit to the College.
- Contribute to the development/updating of the Specialty Level assessed competency frameworks in Respiratory Medicine.
- Lead on assessment monitoring and development.
- Oversee trainee assessment within the sub-specialty
- Assist, when required, the Theory and Standards team by providing specialist knowledge for question generation activities for MRCPCH examination papers.
- Attend three meetings per year and devote sufficient time to the role to meet the demands of the job.

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

- Represent CSAC at other internal or external meetings of the College or at events held by the College e.g. Policy Conference, Careers Fairs etc as requested by the Chair
- Attend centrally organised induction/training organised by the RCPCH as required

### **Working relationships**

The post holder will work with the other members of the CSAC, predominantly the Training Advisors, Quality Adviser, Trainee Representative, Officers for Training and Assessment and the Quality and Training Projects team as required. This list is not exhaustive.

### **Time commitment**

Committee members will be required to attend up to 3 CSAC meetings and 2 CSAC Assemblies per year and devote sufficient time to the role to meet the demands of the role. You may be asked to represent the Committee at other internal or external meetings of the College. Meetings will normally be held via MS Teams with 1 meeting per year held in person in London.

### **Support provided from the College**

The first point of contact will be via the Training Services (Committees) Administrator who will forward queries as appropriate.

The College will provide appropriate support and encourages the use of video and teleconferencing for meetings (where applicable).

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**

The post holder will be a Consultant in Paediatric Respiratory Medicine with a commitment to modernising training in line with College Strategy. You will have wide experience in Paediatric Respiratory Medicine and a demonstrated expertise and experience in training.

#### **Essential:**

- [Member of the College in Good Standing with RCPCH.](#)
- Has attended [Equality, Diversity and Inclusion training](#) within the last 3 years.
- 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 paediatric training, understanding in detail the objectives of RCPCH Progress+ Curriculum, the regulations involved and the examinations, assessments, and appraisals that PGDiT are required to undertake
- Excellent communication skills and ability to work well in a team

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- Demonstrates an active involvement in education and training issues and have an appropriate and current working knowledge of educational requirements.

### **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

### **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 role-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.

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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](mailto: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 Committee 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**

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