

Description of committee:

The RCPCH has a College Specialist Advisory Committee (CSAC) in Respiratory Medicine which is responsible to the College for monitoring training within the sub-specialty and advising the College on related issues. This CSAC has a Chair, two Training Advisors, one Assessment Advisor, a Quality Advisor and a Trainee Representative (outgoing), who form the voting members of the CSAC.

- The Respiratory Medicine CSAC's purpose is to assist the RCPCH Education and Training Division in developing and delivering training and assessment standards as determined by the GMC.
- Respiratory Medicine CSAC reports to the Training and Quality Board (TQB).

Role details

- **Role share:** 1 sub-specialty Trainee Representative
- 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 Ordinary Members of the College who are Respiratory Medicine Specialty Level trainees, who hold a National Training Number (NTN) for a UK approved paediatric training programme, whose primary mailing address is in the UK/Ireland.

Shared role purpose and responsibility

The responsibilities of the post holder are:

- Bring to the Committee the Trainee perspective on training and assessment issues including monitoring quality and standards of training in Respiratory Medicine.
- Advocate for and represent the views of the sub-specialty and ensure that they are brought to the Committee for consideration.
- Contact sub-specialty to find out their views on current topics and issues for training prior to Committee meetings and relay relevant information back to trainees after the meeting.
- Work with the Regional Representatives on the Trainee Network to ensure that the views of subspecialty trainees are represented on a national level.

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

- Attend meetings and devote sufficient time to the role to meet the demands of the job.
- Assist with and contribute to the updating of documents that the Committee may deem useful for sub-specialty in Respiratory Medicine.
- Develop ways to evaluate the teaching programme for sub-specialty aligned to the sub-specialty with the support of other CSAC members.
- Contribute to START scenario and MRCPCH examination question setting and quality assurance (if appropriate).

Working relationships

The post holder will work with the other members of the CSAC, predominantly the Training Advisors, Quality Advisor, Assessment Advisor, 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 committee administrator.

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 Specialty Level trainee in Respiratory Medicine with a particular interest in assisting the RCPCH in the development of specialist training policy and the delivery of training to standards as set by the GMC and RCPCH, as well as wanting to act as an advocate and representative in the promotion of sub-specialty training.

Essential:

- [Member of the College in Good Standing with RCPCH](#) (in categories Ordinary Members).
- Has attended [Equality, Diversity and Inclusion training](#) within the last 3 years.
- The post holder will be through specialty level trainee in Respiratory Medicine, with a particular interest in assisting the RCPCH in the development of specialist training policy and the delivery of training to standards as set by the GMC and RCPCH, as well as wanting to act as an advocate and representative in the promotion of sub-specialty training.

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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.

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 Respiratory CSAC on any appointment.

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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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