

Description of committee

The RCPCH has a Paediatric Neurology Specialty Advisory Committee 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, an Assessment Advisor, a Quality Advisor, two Trainee Representatives who form the voting members of the CSAC.

- The 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.
- The CSAC reports to the Training and Quality Board (TQB).

Role details

- The SPIN Lead for Neurology SPIN is responsible for the RCPCH Special Interest Module.
- Members are accountable to the Chair of the Neurology CSAC and the Vice President (Training and Assessment) and the Chair of the Training and Quality Board.
- Term of office: 3 years

Eligibility

Applicants must be a Neurology Consultants or SAS doctors with equivalent experience in Neurology and General Paediatricians who also have trainer status. Applicants must be Honorary Fellows, Fellows or Ordinary Members of the College and whose primary mailing address is in the UK/Ireland.

Role purpose and responsibility

The responsibilities of the post holder are:

- Run the Epilepsy (Neurology) SPIN with appropriate support from RCPCH Training & Quality Team.
- Be a joint contact point for clinicians on the SPIN module together with the RCPCH Training Services Team.
- Manage the SPIN module and keep track of SPIN trainees on the module with appropriate support and reporting functionality provided by the RCPCH Training & Quality Team.
- Maintain the SPIN curriculum documents and supporting guidance i.e. contribute to any updates as may be needed to ensure fitness for purpose.

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

- Collaborate with colleagues as needed in localities, with the CSAC and with the RCPCH to ensure smooth running of the SPIN and any improvement work.
- Collaborate with colleagues across Neurology training pathways.
- Work with key stakeholders to improve and monitor standards of Epilepsy (Neurology) SPIN training.
- Work in particular with the RCPCH Training Services and Training & Quality Team, CSAC Chair, CSAC Members and TPDs in Neurology Medicine and any coopted SPIN Leads and localities to provide the best SPIN Module experience for any clinicians interested in applying to the programme or accepted to the module whether in training, post-CCT or any other doctor outside of a training pathway ('SPIN trainees').
- Monitor and support the SPIN trainees on an overarching level to keep track of trainee progress throughout the SPIN including but not limited to: time taken by trainees to complete a SPIN, any training issues, frequently asked questions, curriculum development needs, SPIN trainee attrition, trainee feedback, technical issues and other topics as may arise.
- Keep in touch with the RCPCH Training & Quality Team on any issues as outlined above at quarterly intervals by email or videoconferencing and providing feedback (twice) yearly at a SPIN Leads Day communicating with the RCPCH team at more regular intervals as needed.
- Share good practice and seeking support as needed from RCPCH SPIN Leads via the online channel. We will share access details with you.
- Contribute to the development/updating of the Epilepsy (Neurology) SPIN Module in including review of the curriculum as might be needed to ensure fitness for purpose and updating any supplemental guidance as required in a timely way.
- Develop national teaching and training opportunities and resources for SPIN trainees and SPIN supervisors.
- Assist the Chair of the CSAC and the RCPCH Education and Training division in producing any reporting data for inclusion in any internal or external channels such as the RCPCH website or internal SPIN monitoring. You will need to provide feedback and any relevant information from the subspecialty, submitting any pro-forma to us for this purpose in good time.
- Any other responsibilities as might be needed for running, developing or promoting the RCPCH SPIN module as might be necessary with appropriate support from the RCPCH Training & Quality Team or RCPCH stakeholders.

Working relationships

The post holder will work with any other SPIN Leads (including coopted roles) on the Neurology CSAC, RCPCH Training and Quality teams and SPIN Trainees.

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 and Quality Team who will forward queries as appropriate.

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 Neurology or SAS doctors with equivalent experience in Neurology who also have trainer status. You will have a commitment to modernising training in line with College Strategy. You will have wide experience in Neurology 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.
- Have detailed, up-to-date knowledge of the competencies expected to be evidenced by the Epilepsy (Neurology) SPIN curriculum framework and understanding of how to attain these in the appropriate clinical settings.
- Have detailed, up-to-date knowledge of the requirements of postgraduate paediatric 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.

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 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 CSAC 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