

Description of committee:

The RCPCH has a College Specialist Advisory Committee (CSAC) in Paediatric Inherited Metabolic Medicine (PIMM) 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, a Quality Advisor and a Trainee Representative, who form the voting members of the CSAC.

Role details

- Trainee Representative for PIMM 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 Inherited Metabolic Medicine, or equivalent, who are Honorary Fellows, Fellows or Ordinary Members of the College and whose primary mailing address is in the UK.

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):

- Bring to the CSAC the Trainee perspective on training and assessment issues including monitoring quality and standards of training in Paediatric Inherited Metabolic Medicine
- To advocate for and represent the views of the subspecialty trainees and ensure that they are brought to CSAC for consideration.
- To contact subspecialty trainees to find out their views on current topics and issues for training prior to CSAC meetings and relay relevant information back to trainees after the meeting.
- To work with the Subspecialty Trainee Representative on the RCPCH Trainees Committee to ensure that the views of subspecialty trainees are represented on a national level.
- To attend three meetings per year and devote sufficient time to the role to meet the demands of the job.
- To represent CSAC at other internal or external meetings of the College or at events held by the College as required e.g. Policy Conference, Careers Fairs etc
- To assist with and contribute to the updating of the level 3 competencies framework documents and other publications that the CSAC may deem useful for trainees in Paediatric Inherited Metabolic Medicine e.g. trainee logbooks. handbooks or trainee guides

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

- To contribute to MRCPCH examination question setting and quality assurance.

Working relationships

Other members of the CSAC, predominantly the Chair, 2 Training Advisors, Trainee Representative, Quality Advisor, Officers for Training and Assessment and Training Services staff as required. This list is not exhaustive.

Time commitment

Committee members will be required to attend 2 half-day meetings per year 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 London or by teleconference.

Support provided from the College

The first point of contact will be via the Quality and Training Projects Administrator (Committees) 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 Inherited Metabolic Medicine with a commitment to modernising training in line with College Strategy. You will have wide experience in Paediatric Inherited Metabolic 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, 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:

The post holder will be a trainee in Paediatric Inherited Metabolic Medicine with a particular interest in assisting the College 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 subspecialty training.

- 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 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 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