

Description of committee

The Medicines Committee is a joint standing committee established between the Royal College of Paediatrics and Child Health (RCPCH) and the Neonatal and Paediatric Pharmacists Group (NPPG).

This multi-disciplinary committee serves as the UK expert group on children's medicines, with the aim of improving paediatric medication safety and the experiences of children and their families when using medications.

The committee responds to national consultations and medication safety signals, provides two-way communication with RCPCH Members and the Medicines for Children board, and drives forward education, training, innovation, quality improvement and research activities. The Committee sits within the RCPCH Research and Quality Improvement Division and reports to the RCPCH Clinical Quality and Practice Committee and the NPPG Executive Committee.

Role details

- RCPCH Paediatric Representative for the Medicines Committee
- The role is accountable to the Chair, Medicines Committee and the RCPCH Vice President of Science and Research.

The Term of Office runs for three years (with a possible extension for a further two years, subject to approval from the Advisory Board).

Eligibility

Applicants must be RCPCH members (Ordinary Members, Fellow Members, Senior Members) whose primary mailing address is in the UK.

Role purpose and responsibility

The responsibilities of the Medicines Committee are:

- To foster two-way communication with RCPCH members and all members of paediatric healthcare teams, and respond to the needs of children, young people and their families regarding medicines
- To promote innovation and research in improving medication safety
- To support education and training in safe prescribing and medication use
- To support the British National Formulary for Children (BNF-C) and Medicines for Children resources
- To respond to government and regulatory consultations and other requests for official submissions generated by UK healthcare agencies, including national NHS bodies, the National Institute for Health and Care Excellence (NICE) and the Scottish Intercollegiate Guidelines Network (SIGN).

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

Working relationships

The post holder will work closely with the Chair and members of the Medicines Committee, including represented stakeholders. The post holder may also be required to liaise with other RCPCH committees.

Time commitment

Committee members will be asked to attend 3 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 virtual/hybrid format with face-to-face at the College's office in Central London. One meeting per year will be a face-to-face meeting with minimal hybrid engagement.

Support provided from the College

The first point of contact will be via the Research and Evidence Team Administrator. The College will provide appropriate support and ensure all Committee meeting papers are prepared and disseminated in advance of meetings.

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

Essential:

- [Member of the College in Good Standing with RCPCH](#).
- Has attended [Equality, Diversity and Inclusion](#) training within the last 3 years.
- Consultant Paediatrician.
- A commitment to improving medication safety and improving the experience of medicines for children.

Desirable:

- Knowledge of evidence-based medicine, pharmacology and medicines safety:
 - a. Issues concerning the licensing, availability and use of medicines in paediatric populations;
 - b. Issues of surveillance of medicines used outside the license, newly licensed products, adverse reactions and unlicensed medicines for rare conditions;
 - c. Promoting innovation, improvement and research into the use of drugs in children
- We are looking for a wide range of expertise in all areas of paediatrics

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.

If you have any questions about this role you would like to discuss, please contact the Medicine's Committee Chair, stephen.tomlin@gosh.nhs.uk or the RCPCH Head of Quality Improvement jonathan.bamber@rcpch.ac.uk.

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 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