
Description of committee:

The RCPCH has a Intercollegiate Specialist Advisory Committee (ISAC) in Paediatric Emergency Medicine (PEM) which is responsible to the College for monitoring training within the sub-specialty and advising the College on related issues. This CSAC has two Chairs (job-share), two Training Advisors, two Assessment Advisors (job-share), a Quality Advisor and a Trainee Representative, who form the voting members of the CSAC. The committee also has representatives from the Royal College of Emergency Medicine (RCEM).

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

Role details

- PEM Trainee Conference Lead for PEM ISAC. This is a co-opted role.
- The person appointed will work alongside another co-opted conference lead appointed via RCEM.
- Members are accountable to the Chair(s) of the ISAC the Officer for Training and Quality and the Vice President for Training and Assessment.
- Term of office: 2 years

Eligibility

Applicants must be a Paediatric Emergency Medicine Consultants or SAS doctors with equivalent experience in Paediatric Emergency Medicine 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:

- To identify a Paediatric Emergency Medicine (PEM) training Trust to host the annual PEM Trainee Conference
- To ensure the location is rotated fairly across the training centres in the UK.

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

- To ensure the local organizing committee has representation of trainees from RCPCH and RCEM training routes, and a local PEM Consultant also has oversight of the event.
- To liaise with the local organising trainee committee at the chosen centre and outline their responsibilities.
- To liaise with the RCEM events team to ensure they approve the chosen location and make introductions with the local organising committee.
- To oversee the planning, content and organisation of the conference and liaise between the RCEM events team and local organising committee as required.
- To ensure PEMISAC are sighted on conference dates.
- To provide feedback to PEMISAC regarding conference planning and progress.
- When possible, to attend the PEM trainee conference to represent PEMISAC.

Working relationships

The post holder will work with the PEM Trainee Conference Lead appointed by RCEM, the local organising committee, the PEM ISAC members, Officers for Training and Assessment and Quality and Training Team staff as required. This list is not exhaustive.

Time commitment

The Co-opted committee member will be required to attend 3 PEM ISAC meeting 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 Quality and Training 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

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.

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- 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 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,

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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 PEM ISAC 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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Royal College of Paediatrics and Child Health.
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