Call for applications

Clinical Committee
Child Development Scenario Vice Lead
To serve 2026 - 2029

Description of committee/ working group:

The MRCPCH Clinical committee is responsible for overseeing and reviewing performance data and operational team delivery feedback in relation to UK and overseas MRCPCH Clinical examination candidates, examiners, host centres, and role-players.

- The MRCPCH Clinical committee sits within the Education & Training division;
- The function of the committee is to oversee and review performance data and operational team delivery feedback in relation to UK and overseas MRCPCH Clinical examination candidates, examiners, host centres, and role-players. It also oversees and reviews quality control measures and stakeholder training and makes recommendations to RCPCH Examinations Board on the need for further review or actions to be considered with regard to changes to content, structure and/or guidance;
- The MRCPCH Clinical committee reports to the RCPCH Examinations Board;

Role details

- The post-holder will be responsible to the Child Development Scenario Lead and the Clinical Scenario Chair.
- The appointee will serve as Vice Lead of the Child Development scenario working group for an initial period of 3 years with an option of a yearly extension.

Eligibility

Applicants must be (include categories of membership delete if not applicable):

- Fellow
- Senior Member or Fellow
- Ordinary Members

and whose primary mailing address is in the UK or Ireland.

Role purpose and responsibility

The responsibilities of the post holder are:

- Liaising with the Child Development Scenario Lead and RCPCH Theory & Standards team to plan and schedule work across the year including work

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planning before, during and after Assessment and Recruitment Content Hub events (ARCHE).
- Support the Child Development Scenario Lead in the selection of scenarios from the scenario bank in advance of meetings for distribution to Child Development Sceanrio Group members.
- Support the lead in overseeing peer review for all components (candidate information, role-player information, examiner information).
- Reviewing exam performance alongside the Lead and recommending appropriate revisions to assessment materials and procedures.
- Signing-off of scenarios at ARCHE both on completion and before use in each examination diet on request from the responsible member of staff.
- Receive provisional scenarios from the Child Development Scenario Group to check and approve for submission to the Child Development Scenario Bank.
- Receive scenario feedback and amendments made by relevant Senior Examiners and overseas exam lead partners and select any relevant information that needs to be addressed to the whole scenario group as well as sending any flagged scenarios for further review and work.
- Help to ensure all comments and amendments to selected scenarios are transferred to the master copy of each scenario.
- Support in proof-reading scenarios to ensure that role-player and examiner guidance for each scenario is suitable/appropriate, and in line with regulatory requirements.
- Ensure that consideration is given to equality and diversity factors in relation to content, language, and formatting before signing-off of each scenario in line with regulatory requirements.
- Support in drafting responses to issues raised by hosts/senior examiners regarding specific scenario content in the weeks leading up to MRCPCH Clinical exams (UK and overseas).

Working relationships

The post holder will work with the Child Development Scenario Lead, Clinical Scenarios Group Chair, Child Development scenario group members, and other groups working on the MRCPCH Clinical examination.

Time commitment

Committee members will be required to attend at least 2 of the ARCHE events 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.

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Support provided from the College

The first point of contact will be via the Quality Assurance Coordinator (Clinical Exams).

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 (in membership categories Ordinary Member, Fellow, Senior Member or Fellow)
- Has attended Equality, Diversity and Inclusion training within the last 3 years.
- Active in clinical practice whose CPD is up-to-date.
- Substantial experience of examining and postgraduate medical education and training.
- Given the contributory role that the post holder will play in the maintenance and development of the MRCPCH Clinical Examination, experience of current involvement in examinations, medical education, and an ability to meet deadlines are essential.
- It is also important to be well organised and be able to evidence current/past membership of RCPCH Education and Training Division question or scenario groups. The role also requires that applicants are active in Clinical Practice

Desirable:

- Current active clinical examiner
- Effective communication skills/presentation skills.
- Excellent interpersonal skills, exercising a high degree of diplomacy and tact.
- Being able to take ownership and lead on a project or area of work.
- Commitment to the work.
- Ability to respond to queries in a timely manner.
- Current/past involvement in development and/or delivery of curricula.
- Strong Microsoft Word and Database skills.

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.

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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 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

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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

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

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