Royal College of Paediatrics and Child Health
Leading the way in Children's Health

Call for applications

Neurology CSAC
TRAINING ADVISOR
To serve 2026-2029

Description of committee:

The RCPCH has a College Specialist Advisory Committee (CSAC) in Neurology 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, a deputy chair, two Training Advisors, one Assessment Advisor, a Quality Advisor and a Trainee Representative, who form the voting members of the CSAC.

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

Role details

- Training Advisor for Neurology 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

Applicants must be Neurology Consultants or SAS doctors with equivalent experience in Neurology 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:

- Work with key stakeholders to improve and monitor standards of training and assessment for Neurology
- Lead on monitoring and development of the sub-specialty curriculum.
- Adhere to the RCPCH curriculum principles around length, context and course programme.
- Works with the Chair to arrange CSAC progression meetings, advise trainees on aspects of their training and how they may work towards acquiring the necessary competences; ensuring that sub-specialty trainees have satisfied the training requirements for CCT.

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

Royal College of Paediatrics and Child Health.
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- Assist the Chair and Assessment Advisor in ensuring that the database of subspecialty trainees in Neurology is kept up to date in terms of trainees' progress.
- Ensure that Neurology trainees have satisfied the RCPCH curriculum requirements for satisfactory ARCP outcomes, taking steps to support remediation where identified using the RCPCH ePortfolio.
- Lead on SPIN related matters of work with the relevant lead for SPIN.
- Attend meetings and devote sufficient time to the role to meet the demands of the job.
- Represent the Committee at other internal or external meetings of the College or at events held by the College e.g., Careers Fairs.

Working relationships

The post holder will work with the other members of the CSAC, predominantly the Training Advisors, Quality Adviser, Trainee Representative, Officers for Training and Assessment and the Quality and Training Projects team as required. This list is not exhaustive.

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 committee administrator of the CSAC, alongside the Chair, Training Advisors, Assessment Advisor, Trainee Representative, Officers for Training and Assessment and Education and Training Division staff as required. This list is not exhaustive.

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 with 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.
- 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.

- Demonstrates an active involvement in education and training issues and have an appropriate and current working knowledge of educational requirements.
- Well-organised, and confident in the use of technology, including usage of shared documents, SharePoint, and remote meeting platforms (MS teams).

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 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 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