Call for applications.

Paediatric Diabetes and Endocrinology CSAC Chair
To serve 2027-2030

Description of Diabetes and Endocrinology CSAC

The RCPCH has a College Specialist Advisory Committee (CSAC) in Paediatric Diabetes and Endocrinology, which is responsible to the College for monitoring training and assessment within the sub-specialty and advising the College on related issues. This CSAC has a 2 Co-Chairs, a Training Advisor, an Assessment Advisor, a Quality Advisor and 4 Trainee Representatives (2 for Subspecialty and SPIN each), who form the voting members of the CSAC.

The Paediatric Diabetes and Endocrinology 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.

- Paediatric Diabetes and Endocrinology CSAC reports to the Training and Quality Board (TQB).

Role details

- The CSAC Chair is responsible to the Vice President (Training & Assessment).
- Term of office: 3 years initially with the option to extend for a maximum further two; subject to approval by the Training and Quality Board

Eligibility

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

- Fellow member
- Senior Member
- Ordinary Members
- *Paediatric Diabetes and Endocrinology Consultants or SAS doctors with equivalent experience in Paediatric Diabetes and Endocrinology who also have trainer status.*

and whose primary mailing address is in the UK/Ireland *(add nation or region or international if appropriate).*

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 Paediatric Diabetes and Endocrinology.
- Work with the Training Advisor, Assessment Advisor, Quality Advisor and Trainee Representatives to ensure robust working practices in their areas of work.
- Act as the main representative and spokesperson for the CSAC when required to do so.

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

Royal College of Paediatrics and Child Health.
Incorporated by Royal Charter and registered as a Charity in England and Wales: 1057744 and in Scotland: SCO38299.
Registered Office 5-11 Theobalds Road, London WC1X 8SH.
Patron HRH The Princess Royal.

- Adhere to the RCPCH curriculum principles around length, context, and course programme.
- Advise trainees on aspects of their training and how they may work towards acquiring the necessary competencies, ensuring that Paediatric Diabetes and Endocrinology trainees have satisfied the training requirements for CCT.
- Assist the Training Advisor in ensuring that the database of sub-specialty trainees in Paediatric Diabetes and Endocrinology is kept up to date in terms of trainees' progress.
- Liaise with regional TPDs and Heads of School to plan appropriate subspecialty rotations to be advertised for subspecialty training.
- Represent CSAC at other internal or external meetings of the College or at events held by the College e.g. Policy Conference, Careers Fairs etc.
- Oversee the development/updating of the Diabetes and Endocrinology curriculum (Specialty level) and Special Interest (SPIN) Modules in the specialty.
- Ensure training documents and learning outcomes for the specialty are regularly updated. This will include review of the Curriculum in line with GMC requirements.
- Provide support for consultant job descriptions within the specialty and maintain AAC training requirements.
- Evaluate Portfolio Pathway applications in a non CCT specialty for entry to the Specialist Register (if the applicant is applying in Paediatric Diabetes and Endocrinology). Each application has to be assessed independently by two assessors, one of which must be the CSAC Chair or named deputy.
- Assess sub-specialty recognition applications (Article 13.5) for applicants already on the Specialist Register for paediatrics, but who wish to add Paediatric Diabetes and Endocrinology.
- Liaise with the CSAC Assessment Advisor in the co-ordination of scenario writing for the START Assessment and the process of quality assurance of scenarios.
- Assist the Training and Quality team in producing the Annual Specialty Report to the GMC by providing relevant information from the Paediatric Diabetes and Endocrinology and submitting the pro-forma as required for this purpose.
- Assist the Sub-Specialty Recruitment Coordinator in running the annual recruitment to Paediatric Diabetes and Endocrinology training by providing information on programmes and numbers of posts available and attending the interviews as a member of the panel.
- Chair meetings of the CSAC, ensuring that agenda and dates are planned and agreed as far in advance as possible.
- Devise and deliver a work plan for the CSAC that links in with the aims and objectives set out by the RCPCH Corporate Plan.
- Provide formal written reports to the Training and Quality Board, in line with the Committee reporting structure.
- Attend centrally organised induction/training organised by the RCPCH.

- Act as External Representative on behalf of the College at ARCP events.

Working relationships

The post holder will work with the other members of the CSAC, predominantly the Training Advisors, Quality Advisor, Trainee Representative/s, Officers for Training and Assessment, Medical Recruitment team, Portfolio Pathway team and the Training and Quality 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 coordinator (Quality and Training Projects Coordinator) within the Training and Quality team.

Members will be reimbursed for the cost of travelling expenses (in line with the College's expenses policy) and subsistence to attend College meetings.

Knowledge, skills, and experience required.

Essential:

- Member of the College in Good Standing with RCPCH (in membership categories Fellow member, Senior Member, Ordinary Member)
- Has attended Equality, Diversity and Inclusion training within the last 3 years.
- Works in a consultant post within paediatric Diabetes and Endocrinology
- Able to demonstrate experience as a clinical and educational supervisor.
- Have detailed, up-to-date knowledge of the requirements of postgraduate paediatric training, understanding in detail the objectives of RCPCH Progress+ Curriculum, the regulations involved and the examinations, assessments, and appraisals that PGDiT 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.
- Demonstrable leadership and decision-making skills
- 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

- Contribution to developments in organisation/delivery of education.
- To be/have been a member of the CSAC.
- 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 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 Paediatric Diabetes and Endocrinology CSAC 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