Call for applications

Training and Quality Board
Portfolio Pathway Assessors
To serve 2026-2029

Description of working group*:*

The RCPCH is contracted by the GMC to evaluate and recommend applicants for Portfolio Pathway to the Specialist Register in paediatrics and paediatric sub-specialties under Article 14 of the General and Specialist Medical Practice Order 2003.

Working under the supervision of the Training and Quality Board, Assessors evaluate evidence submitted in support of Portfolio Pathway applications and make recommendations on outcomes to the GMC.

Role details

- Assessors are accountable to the Officer for Training and Quality (Chair)
- The term of office of Portfolio Pathway assessors is not restricted to any maximum period of time but assessors would normally serve for a minimum of five years to ensure development of expertise

Eligibility

Applicants must be Consultants in the UK health services who are RCPCH Members (Fellows, Senior Members or Fellows, or Ordinary Members) whose primary mailing address is in the UK/Ireland.

Role purpose and responsibility

The responsibilities of the post holder are:

- Assess all evidence of Portfolio Pathway applications in paediatrics or non-CCT applications in paediatric sub-specialties, under Article 14 of the General and Specialist Medical Practice Order 2003.
- Participate in online panel reviews of Portfolio Pathway applications. Paediatric panels are scheduled monthly. No assessor will be expected to attend more than one panel meeting every two months. Non-CCT panels are arranged on an ad hoc basis.
- If attendance is not possible, assessment of evidence may be carried out via email correspondence. The RCPCH Training Services team will support and guide you as to what is necessary.

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.

- Advise the RCPCH Training Services team of recommended outcomes for Portfolio Pathway applications in a timely manner to comply with the GMC's legal deadlines.
- Undertake initial Portfolio Pathway training on selection to the role before commencing duties. Training will be conducted online. Attendance at other Portfolio Pathway events to refresh training is strongly essential. All training will be held online.
- Advise on and raise issues concerning doctors seeking Specialist Registration.
- Contribute to production of resources such as video content, website content or articles about the Portfolio Pathway with support from the Training Services team and the Portfolio Pathway Clinical Lead and Regional Champions.

Working relationships

Post holders will work most closely with the Training Services team, other Assessors, the Portfolio Pathway Clinical Lead and Regional Champions, officers for Education and Training and other staff as required. This list is not exhaustive.

Time commitment

In a normal year, an assessor will receive two to three Portfolio Pathway applications to work on, which they would advise on at an assessor panel every 4-8 weeks.

A typical Portfolio Pathway application requires an average of three to five hours to assess all submitted evidence. Assessors need to be able to allocate sufficient time for an assessment within a given turnaround period of two to three weeks to meet GMC legal deadlines.

Committee members will be required to attend one half-day meeting per year and devote sufficient time to the role to meet the demands of the job. Meetings will normally be held online.

Support provided from the College

The first point of contact will be via the Training Services team, primarily through an Administrator responsible for Portfolio Pathway.

Members will be reimbursed for the cost of travelling expenses (in line with the College's expenses policy) and subsistence to attend College meetings if required to attend College meetings in person. Remote attendance options will be offered for 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 as a Consultant in the UK health services.
- Enthusiasm to learn the Portfolio Pathway Higher Level Learning Outcomes and domains of Good Medical Practice.

- Desire to ensure the quality of entrants to the Specialist Register in paediatrics and its sub-specialties.
- Ability to work to deadlines.
- Able to digest large amounts of disparate information and reach a reliable and objective judgment

Desirable:

- Knowledge and/or experience of Portfolio Pathway or CESR
- Experience of contribution to quality improvement
- 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 Training and Quality Board 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