

**MEDICINES FOR CHILDREN PROGRAMME BOARD MEMBER  
PRIMARY CARE REPRESENTATIVE**



CALL FOR APPLICATIONS  
To serve an initial one-year term from  
June 2024 - June 2025

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**A vacancy has arisen for a health professional working in Primary care with an interest in paediatrics and/or patient information to join the Medicines for Children programme board. In this role they will guide the future direction of the Medicines for Children programme of work to ensure we are meeting the needs of children and young people and their parents/carers who access health care through Primary care. This representative will share their medical expertise in the development of patient information resources on paediatric medicines from a Primary care perspective and will represent the needs of health care professionals working in Primary care.**

**Description of Programme Board:**

- The Medicines for Children board oversees all activities associated with the online parent information resource, [Medicines for Children](#).
- The Board has senior level representation from Medicines for Children's three partner organisations: the RCPCH (Royal College of Paediatrics and Child Health), the NPPG (Neonatal Paediatric Pharmacy Group) and the children's charity WellChild.
- The Board sits within the RCPCH Research and Quality Improvement Division and reports to the RCPCH/NPPG Medicines Committee, the RCPCH Executive Committee, the NPPG Executive Committee, the NPPG Senior Management Team and Trustees at WellChild.
- The three partner organisations work together on the Medicines for Children programme to make informed decisions about current and future resources for families, long term strategy, governance and any issues affecting progress and sustainability including funding and project expenditure.

**Role details**

- The role is accountable to the Chair of the Medicines for Children programme board.
- The term of Office is initially for 12-months - from 12<sup>th</sup> June 2024 to 11<sup>th</sup> June 2025, with the option to extend for a further two years.

**Eligibility**

Nominees must be healthcare professionals working in Primary care based in the UK. This could include but is not exclusive to those working as practice nurses, general practitioners, or pharmacists.

## **Role purpose and responsibility**

The responsibilities of the Medicines for Children programme board are:

- to make decisions on expenditure of any funding raised for Medicines for Children, with the programme board making a joint decision on how it will be used.
- to identify any potential funding opportunities required to sustain and develop the project.
- to share decisions on issues that affect how the project is managed (e.g. budget, resources, staffing).
- to support the production of the medicines information leaflets for parents and carers.
- to bring expertise and knowledge from their specific area of work to guide the work of Medicines for Children in developing resources to support families.
- to provide medications expertise and pharmaceutical formulations information, taking into account current medication safety concerns.
- to find and recruit potential authors and reviewers for the medicines leaflets, as well as to undertake promotion and dissemination.
- to support the admin team based at RCPCH to respond to queries relating to medicines and medicines safety, and requests for consultation.

## **Time commitment**

- The Board meets three times a year, in February, June and October.
- Board members will be required to attend a minimum of two meetings per year and devote sufficient time to the demands of the role.
- This includes reading papers before the meetings and responding to emails in between meetings.
- Meetings are 90 minutes long and are held remotely, with one face-to-face meeting per year at the RCPCH in London (in June).
- You may be asked to represent Medicines for Children at other internal or external meetings or conferences as required.

## **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

### **Essential**

- Practicing health professional working in Primary Care.
- Be in Good Standing with your relevant professional body.
- A strong interest in, and some knowledge of, evidence-based medicine, medicines safety, and accessible patient information.
- Committed to engaging with these activities.

## **WORKING RELATIONSHIPS**

The post holder will work closely with the Medicines for Children Chair and members of the Medicines for Children programme board, including represented stakeholders. The post holder may also be required to liaise with other RCPCH committees.

## SUPPORT PROVIDED FROM THE COLLEGE

The first point of contact will be via the Medicines for Children Programme Manager, based at the RCPCH. The College will provide appropriate support and an induction to the Board. All meeting papers are prepared and disseminated in advance of meetings.

Members will be reimbursed for the cost of travelling expenses (in line with the College's expenses policy) and subsistence to attend College meetings. Claims must be submitted using the appropriate form. Remote attendance options will also be offered for meetings.

## PROCESS

To apply for the role, please prepare an up to date CV and a short statement of around 250 words outlining your relevant experience and reasons for applying to the post. These should be emailed to the Programme Manager at [medicines.leaflets@rcpch.ac.uk](mailto:medicines.leaflets@rcpch.ac.uk) no later than 5pm on Thursday 23<sup>rd</sup> May 2024.

Please email the Programme Manager to arrange an informal call about this role or if you have any questions that you would like to discuss prior to applying.

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. Appointment will be made solely on merit. However, the College is particularly keen to receive applications from ethnic minority candidates, and/or candidates with a disability who are currently under-represented at this level of the organisation.

Eligible candidates who have the required knowledge, skills and experience may be invited to attend an online interview with existing members of the Medicines for Children programme board. Following the interview, a decision will be made jointly by the Medicines for Children programme Chair and a Divisional Director at the RCPCH.

The role holder must be committed to following the College's safer working practices guidelines when working with children, young people and vulnerable adults. Safeguarding is everyone's responsibility, with the role holder required to comply with the College's Safeguarding policy.

Appointed candidates will be asked to sign the College's Code of Conduct for volunteers and to complete a Conflicts of Interest form. Both of these should be returned to, and will be stored securely by, the staff contact listed above.

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.

May 2024

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