

**A vacancy has arisen for an RCPCH trainee to join the Medicines for Children programme board. In this role they will share their medical knowledge in the development of patient-friendly medicines information and support the dissemination of resources.**

#### **Description of Committee/Group:**

- 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, the NPPG and WellChild.
- The Board sits within the RCPCH Research and Quality Improvement Division and reports to the RCPCH Senior Management Team and Executive Committee, the NPPG Executive Committee and the 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 for two years, from October 2024 – September 2026.

#### **Eligibility**

Nominees must be RCPCH Members whose primary mailing address is in the UK/Ireland.

#### **Role purpose and responsibility**

The responsibilities of the trainee representative on the Medicines for Children programme board are:

- to undertake the dissemination of Medicines for Children's resources through supporting media campaigns, writing articles or attending external meetings or conferences.
- to feed into the research and evaluation of the programme's efficacy in improving access to information for families.
- to support the production of the medicines information leaflets for parents and carers.
- to provide medications expertise and pharmaceutical formulations information, taking into account current medication safety concerns.
- to support the admin team based at RCPCH to respond to queries related to medicines and medicines safety, and requests for consultation.
- to raise awareness of the needs of paediatric trainees in relation to their training in medicines and in their role supporting families with medicines.
- 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 find and recruit potential authors and reviewers for the medicines leaflets, as well as to undertake promotion and dissemination.

### **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.
- 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**

- Trainee Paediatrician
- Be in Good Standing with the RCPCH
- 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 Project 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 may also be offered for some meetings.

### **PROCESS**

To apply for the role, please send your 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 15<sup>th</sup> August 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.

June 2024

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