



ROLE SPECIFICATION

CLINICAL MEMBER OF THE BNF FOR CHILDREN PAEDIATRIC FORMULARY COMMITTEE (PFC)

Context

BNF Publications (the *BNF*, *BNF for Children* and *Nurse Prescribers' Formulary*) are used within the NHS and beyond to provide prescribers, pharmacists, and other healthcare professionals with sound up-to-date information about the use of medicines, ensuring that patients get the best care.

The *BNF for Children* is a joint venture between the British Medical Association, the Royal Pharmaceutical Society, the Royal College of Paediatrics and Child Health, and the Neonatal and Paediatric Pharmacists Group. The editorial team is based at the Royal Pharmaceutical Society.

ROLE SUMMARY

The Paediatric Formulary Committee (PFC) is responsible for the clinical governance of the *BNF for Children*. This oversight involves review and sign-off of certain additions and changes to *BNF for Children* content, via electronic forums (monthly) and face-to-face discussions (twice a year in London); the PFC also has a remit to review clinical editorial policies.

As a clinical member of the committee your main responsibilities are:

- Reviewing amendments to content within *BNF for Children* (either via electronic forum or at biannual face-to-face meetings)
- Contributing to committee discussion to ensure that process is followed, and that decisions are made in the best interests of patients, healthcare professionals and the publication;
- Contributing to discussion around direction and development of clinical editorial policy;
- Acting as an ambassador for the *BNF for Children*.

KNOWLEDGE & SKILLS FOR THIS JOB

We would welcome an application from you if you have:

- Registration with the appropriate registering body (e.g. General Medical Council, General Pharmaceutical Council, Nursing and Midwifery Council).
- Demonstrable experience of participation in multidisciplinary Committees that consider clinical issues in paediatrics.
- Time and commitment to participate in monthly forums and attend twice-yearly Committee meetings.
- Good communication and team-working skills.

- Experience of working with research literature together with a willingness to consider clinical data and make decisions.
- Ability to maintain confidentiality as needed.
- A commitment to work within the framework of *BNF for Children* processes.

SPECIAL CONSIDERATIONS

- All Committee members will be offered induction training and receive support from the *BNF for Children* team and other committee members.
- Membership of the PFC is voluntary; reasonable travel and subsistence costs are reimbursed.
- Appointments to the Committee will be made in accordance with the *BNF for Children* code of practice and policy on conflicts of interest. All applicants need to formally declare their interests according to this policy.

DATE JOB DESCRIPTION AGREED: August 2019.

How to apply

Please send your detailed up to date CV and a covering letter of up to 2 pages to: recruitment@rpharms.com
Further information on how to apply can be found on our website: www.rpharms.com/about-us/careers-at-the-society.asp

Closing date for applications: 9am on Tuesday 1st October 2019.
The Royal Pharmaceutical Society is an equal opportunities employer