

Medical Advisory Board Member (Voluntary)

Applications are invited for the post of Medical Advisory Board Member for the Childhood Tumour Trust (CTT). This is a voluntary role with an initial fixed term of 2 years starting from the 1st of June 2019.

The Childhood Tumour Trust is a charity based in England that supports children and young people (and their families) with the genetic condition Neurofibromatosis type 1 (NF1).

The medical advisory board is a crucial part of the charity's success and supports the charity in a number of different ways. Key tasks include: answering questions in the medical advisory board Facebook Group; contributing to the development of resources (such as the inserts for the Child Health Development Record); providing input to the development of research bids and grant applications and presenting at conferences.

The time commitment will vary depending on which tasks need to be completed but typically requires no more than an hour a week.

As a minimum the selected candidate will be required to –

- Attend the 2019 Neurofibromatosis conference.
- To provide a report to the medical board with the key highlights from the conference.
- To responsibly represent CTT at occasional events, including meetings with the government.

The medical advisory board is comprised of a variety of different specialists, including occupational health specialists, psychologists, nurses, GPs etc. We are now seeking to appoint a qualified and registered doctor to join our team.



Supporting Children and Young People
with Neurofibromatosis (NF1)

Patrons: Lord Hunt of Kings Heath OBE
Rakie Ayola - Actor
Ambassador: Stephanie Millward - Paralympic Swimmer

There is no need to have any prior knowledge of NF1 as we will provide training through our online CPD module. Additionally the successful candidate will be required to attend the Neurofibromatosis International Conference in San Francisco (21-24th September 2019). This will be a fantastic opportunity for them to become knowledgeable about NF1 and to network with other professionals in the field. The CTT will reimburse conference fees, insurance, travel, accommodation and subsistence (subject to providing receipts up to a maximum of £3500) after the conference and once a summary of the conference has been provided to the charity.

If you are interested in joining our medical board then please apply by emailing the completed application to carly@childhoodtumourtrust.org.uk no later than midnight on the 15th of May. Short listed candidates will be interviewed by Skype the week of the 20th of May.

Vanessa Martin (Chair)

23.04.2019



Supporting Children and Young People
with Neurofibromatosis (NF1)

Patrons: Lord Hunt of Kings Heath OBE
Rakie Ayola - Actor
Ambassador: Stephanie Millward - Paralympic Swimmer

Person Specification	Essential	Desirable
UK trained doctor (MBBS, MBChB, BM, MB BCh) Minimum postgraduate training level - Foundation Year 2	X	
Full registration with the General Medical Council	X	
Valid Professional Indemnity Insurance with MPS or MDU	X	
Knowledge of Neurofibromatosis type 1		X
Willingness to learn about Neurofibromatosis type 1	X	
Able to attend the Neurofibromatosis conference in September 2019	X	
Holder of required documentation to enter the United States of America prior to booking flights e.g. valid passport, Esta, Visa	X	
Able to use Facebook at least once a week to answer questions posted in the medical advisory board group	X	
From one of the following medical specialities – GP, Dermatology, Genetics, Neurology, Oncology, Paediatrician, orthopaedics, plastic surgery.		X
Able to attend one day at the annual Neurofibromatosis camp to be held Spring 2020		X
To represent CTT at occasional meetings.		X
To contribute to outputs / grant applications as needed	X	
Ability to work to agreed deadlines	X	
Respond to e-mails in a timely fashion	X	
Works well with children & families	X	

Terms and Conditions

Medical Advisory Board Member (Voluntary)

Terms and conditions relating specifically to conference attendance

1. You must be in possession of a valid passport and travel document to enter the USA prior to booking flights and accommodation for the conference (e.g. Esta / Visa).
2. Initial payment of monies relating to conference attendance (e.g. Travel, accommodation, subsistence) will be payable upfront by yourself and only reimbursed by the charity after the conference once a summary of the conference has been provided to the charity and subject to completing the expenses form and providing receipts to evidence each expense.
3. CTT will reimburse fees relating to conference registration, insurance, travel, accommodation and subsistence up to a maximum total expenditure of £3500 if further costs are incurred these will not be reimbursed. CTT will only cover economy air travel.
4. CTT will not reimburse any expenditure relating to alcohol or any other activities not related specifically to conference attendance.
5. CTT will not reimburse fees to attend the conference dinner.
6. It is permissible to bring a partner or to extend the trip duration but CTT will only cover expenses relating specifically to the volunteer and for the conference dates (including accommodation the day before / after the conference if necessary)
7. A daily subsistence rate will be reimbursed by CTT (tbc)
8. Reasonable accommodation allowance will be reimbursed by CTT (tbc)
9. Travel insurance fees will be reimbursed by CTT (please advise if a medical condition can affect insurance)
10. Travel to and from departure airport including parking will be reimbursed by CTT
11. Travel to and from arrival airport to hotel will be reimbursed by CTT



Supporting Children and Young People
with Neurofibromatosis (NF1)

Patrons: Lord Hunt of Kings Heath OBE
Rakie Ayola - Actor
Ambassador: Stephanie Millward - Paralympic Swimmer

Application for Medical Advisory Board Member (Voluntary)

Thank you for applying to be a medical advisory member for the Childhood Tumour Trust (CTT). This is a voluntary role.

We use the details on your completed application form solely for understanding your suitability for this role. These details will remain confidential. By completing this form you consent to the data contained on this form being processed in accordance with the charity's GDPR policy <https://www.childhoodtumourtrust.org.uk/about-us/privacy-policy/>

Personal details

Surname:	Address:
Forename(s):	
Title:	
Phone Number:	
Email:	Postcode:

If selected to be a medical advisory board member is there any part of the role that you are concerned you won't be able to fulfill? Ticking yes does not mean you will not be successful in your application but will help us make sure you get the most out of the role.	Yes / No
Please give details:	



Supporting Children and Young People
with Neurofibromatosis (NF1)

Patrons: Lord Hunt of Kings Heath OBE
Rakie Ayola - Actor
Ambassador: Stephanie Millward - Paralympic Swimmer

If yes, are there any methods we can use to help you get the most out the role?

Completed forms to be returned to: Dr Carly Jim by email to
carly@childhoodtumourtrust.org.uk

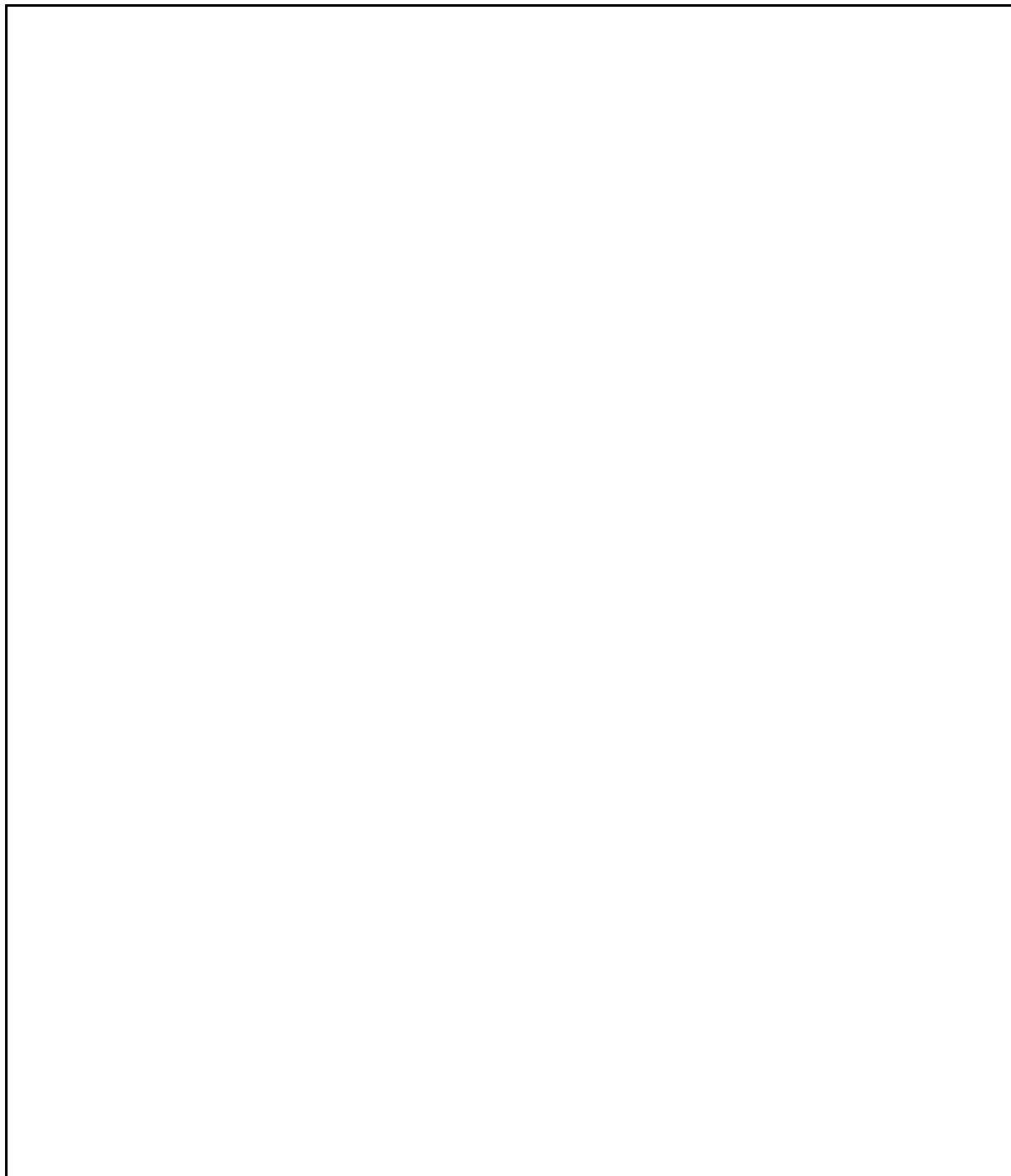
What interests you in becoming a medical advisory board member for CTT and how do you think you're suited to fulfilling the role?

Briefly outline how you feel you meet the requirements of the role (please refer to the role description). You can use examples from voluntary work, leisure interests and any other activities you consider relevant to this position.



Supporting Children and Young People
with Neurofibromatosis (NF1)

Patrons: Lord Hunt of Kings Heath OBE
Rakie Ayola - Actor
Ambassador: Stephanie Millward - Paralympic Swimmer





Supporting Children and Young People
with Neurofibromatosis (NF1)

Patrons: Lord Hunt of Kings Heath OBE
Rakie Ayola - Actor
Ambassador: Stephanie Millward - Paralympic Swimmer

Relevant Experience

Please use below to inform us of any roles (paid or voluntary) that you have/had that you think are relevant to this application:

Role	Description	Dates (month and year)



Supporting Children and Young People
with Neurofibromatosis (NF1)

Patrons: Lord Hunt of Kings Heath OBE
Rakie Ayola - Actor
Ambassador: Stephanie Millward - Paralympic Swimmer

Specific skills

Do you have experience in...	Yes	No - I would rather not do this	No - But would like to try this
Public speaking?			
Blogging?			
Vlogging?			
Using Facebook?			
Using Twitter?			
Using Instagram?			
Producing podcasts?			

Declaration

I declare that the details given on this Application Form are, to the best of my knowledge and belief, true and complete. I acknowledge that CTT reserves the right to terminate medical advisory board member roles if the volunteer acts illegally or in any way harmful to the charity.

Signature:	Date:
------------	-------