



**National Institute for
Health and Clinical Excellence**

Role	Member of the Guideline Development Group – Identification, Assessment and Care Pathways for Common Mental Health Disorders
Centre	National Collaborating Centre for Mental Health (NCCMH)

ROLE DESCRIPTION

Summary	<p>Members of the Guideline Development Group will work in collaboration with the Joint Director and other staff at the NCCMH and the Guideline Development Group (GDG). This work is commissioned by the National Institute for Health and Clinical Excellence (NICE).</p> <p>Applicants will have experience of working with multi-professional committees or working groups at a national or regional level. Strong interpersonal skills and excellent verbal and written skills are required, along with an ability to communicate complex issues to differing audiences. Applicants will have an understanding of guideline development processes, systematic reviews, critical appraisal methods and the role of health economics. Once appointed, the Guideline Development Group members will work closely with the National Collaborating Centre for Mental Health technical team responsible for reviewing and presenting the evidence to the Guideline Development Group.</p>
Responsibilities	<ul style="list-style-type: none"> • Attend all GDG meetings. These will take place monthly in London for approximately 18 months – 2 years • Read and review relevant material and possibly take responsibility for leading a narrative review • Participate in discussions and decision making • Be sensitive to differing views within the GDG • Act in accordance with the principles of the NICE Code of Conduct • Represent the GDG at other meetings if required • To work with NCCMH staff and chair as required between meetings • Work with the other members and chair of the GDG and NCCMH staff to identify key issues, formulate clinical questions for review, review evidence tables and draft recommendations • Work as a member of a topic group during development to inform and define systematic searches, reviews and health economic models • Work with other members and the chair of the GDG to review drafts of the guideline • Advise on responding to stakeholder comments on the draft guideline • Be committed to work within the framework of NICE processes, including the NICE equalities scheme and action plan

Appendix B – Role Description and Person Specification Template

Reimbursement	All necessary and reasonable expenses will be covered
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PERSON SPECIFICATION

	Essential	Desirable
Experience and skills	<ul style="list-style-type: none"> • Professional experience in the specific guideline topic • Experienced in multi professional collaborations • Excellent verbal and written communication skills • Strong interpersonal skills 	<ul style="list-style-type: none"> • Experience of working in clinical guideline development • Worked with committees or working groups • An understanding of systematic reviews and critical appraisal • Knowledge of NICE and guideline development methodology • Commitment to evidence-based practice
Knowledge	<ul style="list-style-type: none"> • Sound and broad understanding of different fields of practice, research and study within mental health. 	<ul style="list-style-type: none"> • An understanding of relevant research in the field • An understanding of issues relating to equalities
Disposition	<ul style="list-style-type: none"> • Enthusiastic • Personable • Patient 	<ul style="list-style-type: none"> • Critical engagement with health research.

Hard copies of this document are available on request from Beth Dumonteil at: b.dumonteil@ucl.ac.uk