

NATIONAL INSTITUTE FOR HEALTH AND CLINICAL EXCELLENCE

The appointment of Technology Appraisal Committee Members

Application pack for applicants

The closing date for receipt of applications is

Wednesday 8 October 2008

National Institute for Health and Clinical Excellence (NICE)
Centre for Health Technology Evaluation
MidCity Place
71 High Holborn
London WC1V 6NA

Direct Line: 020 7045 2238
Main Switchboard: 0845 003 7780
Email: kim.turner@nice.org.uk
Website: www.nice.org.uk

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ABOUT THE NATIONAL INSTITUTE FOR HEALTH AND CLINICAL EXCELLENCE

The National Institute for Health and Clinical Excellence (NICE) is a Special Health Authority which was set up in April 1999 to give advice to the NHS on the clinical and cost effectiveness of drugs and treatments. On 1 April 2005, the Institute took over the functions of the former Health Development Agency.

NICE develops three forms of clinical guidance: clinical guidelines (management of particular clinical conditions), technology appraisal guidance (guidance on specific health interventions, including pharmaceuticals), and guidance on the safety and efficacy of interventional procedures.

NICE develops two forms of public health guidance for the promotion of good health and the prevention of ill health. Public health intervention guidance aims to reduce the risk of illness by promoting healthy lifestyles and public health programmes to improve health and reduce health inequalities.

NICE is accountable to the Secretary of State for Health for its resources, delivery of its work programme and for the guidance it produces for the NHS.

There are currently three independent advisory Appraisal Committees. The Appraisal Committees consider and interpret evidence on the clinical and cost effectiveness of health technologies and formulates recommendations on their use. The meetings are held in public.

Members of the Committees are drawn from the NHS, healthcare professionals, patients and carers, and the academic world. Committee members are not appointed to act as representatives of a particular organisation. They will be expected to apply the experience and judgement from their individual backgrounds to the topics considered by the Committee and in doing so actively contribute to improving the quality and consistency of care provided by the NHS. They will be helping the Institute take some of the most difficult decisions in public life.

TECHNOLOGY APPRAISAL PROCESS GUIDES

NICE has produced a series of guides explaining its technology appraisal process.

Please click on the links below for further information.

[Guide to NICE](#)

[Guide to the Technology Appraisal Process](#)

[Guide to the Single Technology Appraisal](#)

[Guide to the Methods of Technology Appraisal](#)

THE CURRENT COMMITTEES

Committee A

Prof David Barnett
 Dr Jane Adam
 Professor A E Ades
 Dr Amanda Adler
 Ms Anne Allison *
 Dr Tom Aslan
 Mrs Elizabeth Brain
 Professor John Geddes
 Mr John Goulston
 Mr Simon Dixon
 Dr Simon Thomas *
 Professor Karl Claxton
 Mrs Angela Schofield
 Dr Paul Watson
 Professor Christopher Eccleston *
 Dr Paul Ewings
 Dr Rowan Hillson *
 Professor Philip Home
 Dr Terry John
 Dr Joe Silas*
 Dr Simon Maxwell
 Mr Mike Spencer
 Mr Adrian Griffin
 Dr Luke Twelves
 Mr David Thomson
 Dr Alec Miners
 Dr Norman Vetter *
 Mrs Fiona Duncan
 Dr Ann Richardson
 Dr Vincent Kirkbride
 Dr Richard Harling
 Dr Robin Carlisle
 Mr William Turner
 Dr Matthew Bradley

Committee B

Professor David Barnett
 Professor Andrew Stevens
 Prof Jack Dowie
 Dr Jeffrey K Aronson
 Dr Darren Ashcroft
 Mrs Barbara Greggains *
 Dr Peter Barry
 Professor Stirling Bryan *
 Professor John Cairns
 Dr Mark Chakravarty
 Professor Christopher Fowler *
 Ms Sally Gooch
 Mr Terence Lewis
 Dr Neil Milner
 Dr Rubin Minhas
 Dr Rosalind Ramsay
 Dr Stephen Saltissi
 Dr Lindsay Smith
 Mr Cliff Snelling
 Dr Ken Stein
 Ms Lynn Field
 Professor Keith Abrams
 Dr Fergus V Gleeson
 Dr Paul Zollinger-Read *
 Dr John Pounsford
 Dr Ruairidh Milne
 Dr Rod Taylor
 Mr Roderick Smith
 Dr Mike Laker *
 Professor Gary McVeigh
 Mr Sanjay Gupta
 Dr Ray Armstrong
 Mrs Eleanor Grey
 Dr Colin Watts
 Mr Tom Wilson
 Ms Nathalie Verin

Committee C

Professor Andrew Stevens
 Professor David Barnett
 Mr Miles Scott
 Dr Cathryn Patricia Thomas
 Dr Carol Campbell *
 Professor Mike Campbell
 Dr Damien Longson *
 Dr Christine Davey
 Dr Mike Davies
 Mr Richard Devereaux-Phillips
 Dr Dyfrig Hughes
 Dr Cathrine Jackson
 Dr Peter Jackson
 Dr Martin J. Price
 Dr Danielle Preedy
 Mr David Chandler
 Mr Mark Campbell
 Dr Simon Mitchell
 Dr Katherine Payne
 Professor Mark Sculpher*
 Dr Richard Alexander Nakielny
 Ms Rachel Lewis
 Professor Peter Jones
 Dr David W Black
 Professor David Chadwick *
 Dr Peter Clark
 Mr Brian Buckley
 Dr Rachel A Elliott
 Dr Eugene Milne
 Professor Jonathan Michaels
 Dr Philip Rutledge
 Dr Surinder Seth

* To be replaced via recruitment

QUALITIES AND EXPERIENCE REQUIRED

1. Committee work and the functions of NICE
 - a. Experience of and confidence in committee work with an ability to contribute effectively, assimilate, analyse and debate information and to exercise judgement in making decisions.
 - b. An understanding of the social, political, economic and professional influences on NICE with a commitment to NICE and to improving the quality and effectiveness of health care in the NHS.
 - c. Experience of and the confidence to work with technical data and to assess and make difficult and challenging decisions often in the absence of conclusive evidence

2. Healthcare experience
 - a. Experience in healthcare either as a practising healthcare professional or of working in or in association with the wider aspects of healthcare or the health care industries.

3. Time commitment
 - a. Applicants should be able to and have the necessary authority to make the time available to prepare for and take part in committee meetings.

4. Communications
 - a. The ability to communicate via e-mail between meetings

TIME COMMITMENT

Committee members are expected to attend eleven day-long committee meetings per year as well as an annual Away day. In addition, Committee members will need to be able to deal in a timely manner with the reading of substantial Committee documents as well as helping with the production of consultation documents.

LOCATION

Appraisal Committee meetings are held in central London or Manchester, and dates are made available up to a year in advance. As vacancies may occur at either location committee members may not be able to choose which site they are allocated to; however preferences will be taken into account it at all possible. Office location details are attached.

REMUNERATION AND ALLOWANCES

The Institute will pay reasonable out of pocket expenses, including 1st class rail fares and hotel costs where necessary, to enable attendance at committee meetings.

General practitioner members are eligible to apply for the cost of locum cover to enable them to attend committee meetings.

The cost of child care will be met in circumstances where it can be shown that no reasonable alternative arrangements can be made.

Please [click here](#) for a copy of the Travel and subsistence policy - committee members

TENURE OF OFFICE

NICE will have vacancies from **Monday 5 January 2009**.

Members of committees will be appointed for three years and will be eligible for re-appointment. The second and subsequent periods of office will be for a period of up to 3 years by mutual agreement up to a maximum of 10 years. Successful applicants will be required to sign a confidentiality agreement and Declaration of Interest form prior to sitting on a Committee.

Please [click here](#) for a copy of the Declaration of interests Policy

Please [click here](#) for a copy of the Declarations of Interest Form

Please [click here](#) for a copy of the Social Value Judgement Policy

APPLICATION FORM

Full name	
Position applying for <i>(see advert for current vacancies)</i>	
Location preference for <i>(London/Manchester)</i>	
Address	
Current Occupation	

Please ensure you include the following attachments with your application:

- Cover Letter
- Curriculum Vitae
- Advisory Monitoring Form

References

Your referees will not normally be approached unless you are invited for membership.

1)

2)

Brief career history/pen picture

Personal Assessment

Please make sure that you have read the list of qualities required for the post and any specific requirements before preparing and submitting your supporting documentation. Your application should include evidence that you have as many as possible of the qualities required.

ADVISORY BODY MONITORING INFORMATION

This section of the application form will be detached from your application and will be used for monitoring purposes only.

* Category of membership	
<input type="checkbox"/> Patient/carer <input type="checkbox"/> Community/lay member <input type="checkbox"/> Health professional <input type="checkbox"/> Technical expert	<input type="checkbox"/> Commissioner <input type="checkbox"/> Clinical network <input type="checkbox"/> Public network

* Age	<input type="checkbox"/> 18–35 <input type="checkbox"/> 36–50 <input type="checkbox"/> 51–65 <input type="checkbox"/> Over 65
* Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I do not wish to disclose this

Race relations (Amendment) Act 2000

* I would describe my ethnic origin as:		
Asian or Asian British <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background Black or Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background	Mixed <input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> Any other mixed background White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background	Other Ethnic Group <input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> I do not wish to disclose this

Equality Act (Sexual Orientation) Regulations 2007

* Please select the option which best describes your sexuality	
<input type="checkbox"/> Lesbian <input type="checkbox"/> Gay <input type="checkbox"/> Bisexual	<input type="checkbox"/> Heterosexual <input type="checkbox"/> I do not wish to disclose this

Equality Act 2006

* Please indicate your religion or belief		
<input type="checkbox"/> Atheism <input type="checkbox"/> Buddhism <input type="checkbox"/> Christianity <input type="checkbox"/> Islam	<input type="checkbox"/> Jainism <input type="checkbox"/> Sikhism <input type="checkbox"/> Other	<input type="checkbox"/> Judaism <input type="checkbox"/> Hinduism <input type="checkbox"/> I do not wish to disclose this

Disability Discrimination Act 2005

* Do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> I do not wish to disclose this information
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COMPLETED APPLICATIONS

Should be returned by **Wednesday 8 October 2008** to **Kim Turner** at kim.turner@nice.org.uk
or by post to:

Kim Turner
NICE
Mid-City Place
71 High Holborn
London WC1V 6NA

Please keep a copy of your application and any additional information you send us.

APPOINTMENTS

All appointments are made on merit in accordance with the NICE Policy - Appointments to Guidance Producing Bodies Advisory to NICE which observes the Code of Practice of the Office of the Commissioner for Public Appointments (OCPA) who monitors appointments to all public bodies and ensures that all appointments are made on merit after fair and open competition.

EQUALITY AND DIVERSITY

NICE aims to promote a culture of equality and diversity. It will aim to ensure equality of opportunity in that no applicant for Technology Appraisal Committees receives less favourable treatment on the grounds of but not limited to sex, race, colour, religion, marital status, sexuality, age, ethnic origin, or disability or is not placed at a disadvantage by conditions or requirements, which cannot be shown to be justifiable. The Institute will also aim to create a diverse membership and promote equality including race equality, by eliminating discrimination, harassment and victimisation.

CRITERIA FOR DISQUALIFICATION

The following paragraphs identify the main circumstances where an individual would not be allowed to serve as Chair or as a Technology Appraisal Committee member of NICE.

- I. anyone who has, within the preceding five years, been convicted in the United Kingdom of any offence or convicted elsewhere of an offence which, if committed in any part of the United Kingdom would constitute a criminal offence in that part, and in either case has been sentenced to a period of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine, and which has not been quashed on appeal;
- II. anyone who is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order;
- III. anyone who has been dismissed within the previous five years, otherwise than by reason of redundancy, from any paid employment with a health service body;
- IV. anyone who has had an earlier term of appointment as the chair or member of a health service body terminated in certain circumstances;
- V. anyone who –
 - (a) is the subject of a national NHS disqualification,
 - (b) was refused nomination or approval to fill a vacancy for a medical practitioner pursuant to regulations made under section 29B(2A) of the Act and was not subsequently nominated or approved or included in a primary care list,
 - (c) has been refused admission to a primary care list on grounds corresponding to the conditions referred to in section 49F(2), (3) or (4) of the Act and has not subsequently been included in a primary care list,
 - (d) is conditionally included in a primary care list,
 - (e) has been removed from a primary care list on any of the grounds set out in section 49F(2), (3) or (4) of the Act or by a direction of the NHS Tribunal and has not subsequently been included in such a list,
 - (f) is contingently removed from a primary care list, or
 - (g) is suspended from a primary care list or treated as so suspended by virtue of regulation 6(2) of the Abolition of the National Health Service Tribunal (Consequential Provisions) Regulations 2001 or regulation 6(2) of the Abolition of the National Health Service Tribunal (Consequential Provisions) Regulations 2002,and in this sub-paragraph any reference to a provision in the Act includes a reference to the provision corresponding to that provision in legislation relating to Scotland and Northern Ireland;
- VI. anyone who is subject to a disqualification order under the Company Directors Disqualification Act 1986, the Companies (Northern Ireland) Order 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (disabilities on revocation of administration order against an individual);
- VII. anyone who has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible or to which he was privy, or which he, by his conduct, contributed to or facilitated, or removed under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (powers of Court of Session to deal with management of charities) from being concerned in the management or control of any body.

The advertisement and application pack give details of the specific vacancy for which you can apply.

- Members of standing advisory committees will be appointed following public advertisement and approaches to stakeholders, and submission of a CV and covering letter.
- We will acknowledge receipt of your application form.
- The panel consisting of a non-executive director, the Chairman of the committee, and an executive director will first assess your cover letter and Curriculum Vitae to see whether you have the general personal qualities and skills specified for the post for which you have applied. From this the panel will decide appointments.
- If you are successful, you will receive a letter from the Chair of the Committee appointing you as a member of one of the Technology Appraisal Committees
- Successful candidates will be required to submit a completed Declarations of Interest form and Confidentiality Agreement prior to commencement of appointment.
- Unsuccessful candidates will not be contacted.

We will deal with your application as quickly as possible and will advise you of the likely timetable at each stage.

The closing date for receipt of completed application forms is Wednesday 8 October 2008.

DEALING WITH YOUR CONCERNS

In the first instance

For queries about your application, please telephone the Technology Appraisals department on 0207 045 2238.

We aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you feel that you have any complaints about the way your application has been handled, we would like to hear from you.

Please write to:

National Institute for Health and Clinical Excellence (NICE)
Centre for Health Technology Evaluation
Technology Appraisals
MidCity Place
71 High Holborn
London WC1V 6NA

ADVERT

**National Institute for Health and Clinical Excellence seeks new members for its independent
advisory committees on the use of health technologies**

The National Institute for Health and Clinical Excellence (NICE) is recruiting new members to join its three independent advisory Appraisal Committees. The Appraisal Committees consider and interpret evidence on the clinical and cost effectiveness of health technologies and formulates recommendations on their use.

Members of all Committees are drawn from the NHS, healthcare professionals, patients and carers, and the academic world. Committee members are not appointed to act as representatives of a particular organisation. They will be expected to apply the experience and judgement from their individual backgrounds to the topics considered by the Committee and in doing so actively contribute to improving the quality and consistency of care provided by the NHS. They will be helping the Institute take some of the most difficult decisions in public life.

We currently have vacancies for:

- Consultant Physician
- Clinical Pharmacologist
- Health Economist
- NHS Management
- Consultant Surgeon
- Psychiatrist
- Professions Allied to Medicine
- Nurse

Time commitment and conditions: Committee members attend eleven day-long committee meetings per year as well as an annual Away day. Appraisal Committee meetings are held at the NICE offices either in central London or Manchester, and dates are fixed and made available to Committee members up to a year in advance. Committee membership is unpaid although expenses, including overnight accommodation, are reimbursed. The period of Committee membership is for three years in the first instance.

For further queries please contact Kim Turner, Project Manager at kim.turner@nice.org.uk or 020 7045 2238.

Completed applications should be returned by Wednesday 8 October 2008 at kim.turner@nice.org.uk or by post to:

Kim Turner
Project Manager
Centre for Health Technology Evaluation
NICE
Mid-City Place
71 High Holborn
London WC1V 6NA

LONDON OFFICE

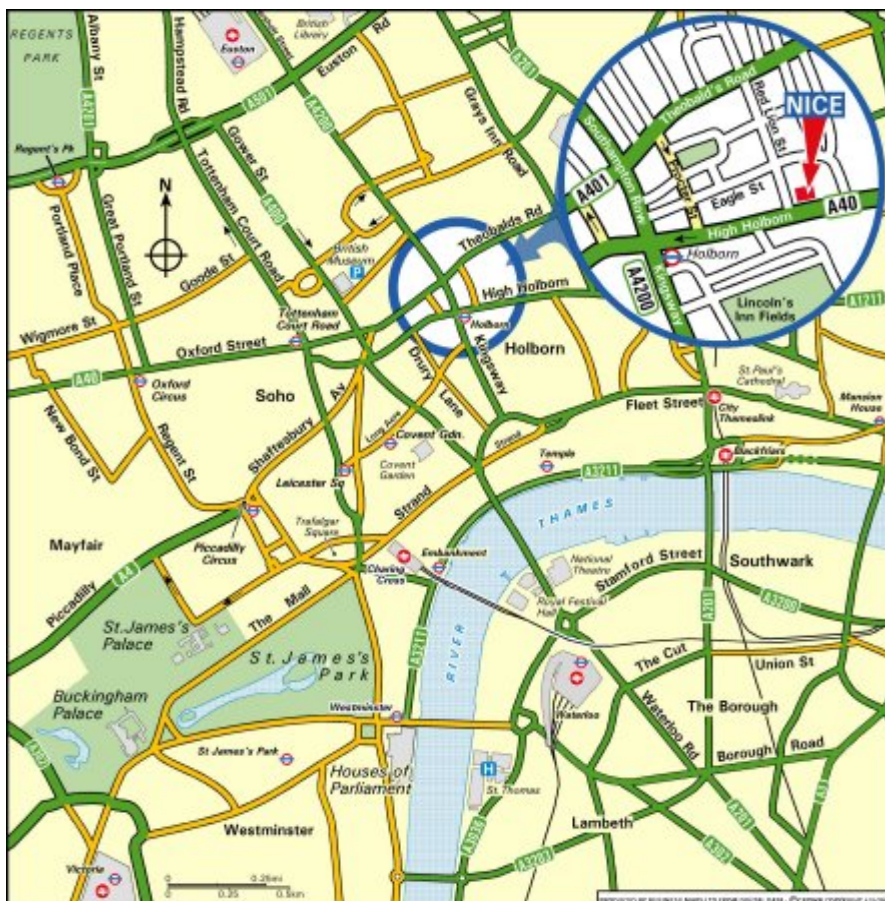
Address: National Institute for Health and Clinical Excellence
MidCity Place
71 High Holborn
London
WC1V 6NA

Telephone: +44 (0) 845 003 7780

Fax: +44 (0) 20 7067 5801


Email: nice@nice.org.uk


Website: <http://www.nice.org.uk/>



Nearest Underground Station:  Holborn - Central & Piccadilly Lines.

Nearest Rail Station:  All London mainline stations are accessible by underground or bus.

By Bus:  Routes 8, 22B, 25, 501 and 521 pass along High Holborn.
Routes 1, 68, 91, 168, 171, 188, 501, 505, 521, and X68 pass along Kingsway.
Routes 17, 45, 46, 171A, and 243 pass along Gray's Inn Road.

Car Parking:  The nearest public car park is in Great Russell Street, near the British Museum.

MANCHESTER OFFICE

Address: National Institute for Health and Clinical Excellence
Level 1A, City Tower
Piccadilly Plaza
Manchester
M1 4BD

Telephone: +44 (0)845 003 7780

Fax: +44 (0)845 003 7785


Email: nice@nice.org.uk

Website: <http://www.nice.org.uk/>



Travel by train:  Both Manchester Piccadilly and Oxford Road stations are a short walk from the office.

Travel by aeroplane:  Manchester International Airport is approximately 20-25 minutes drive.

Travel by tram:  Metrolink services run regularly from Victoria and Piccadilly stations to Piccadilly gardens.