

NATIONAL INSTITUTE FOR HEALTH AND CLINICAL EXCELLENCE

SPECIAL HEALTH AUTHORITY

External reference group to support implementation

Terms of reference for advisory panels

1.0 Background

The aim of the NICE implementation strategy is to ensure optimum support for the implementation of its guidance. This support includes both the provision of practical tools and advice on the implementation of its guidance, but also includes ensuring the general environment and culture is supportive of implementation.

To deliver this strategy NICE needs to work with a wide range of partner organisations. There are already several mechanisms in place for stakeholders to contribute at various stages to the development of NICE guidance, but NICE has established an external reference group to provide more opportunities to inform issues relating to implementation.

The external reference group has three specialist panels to provide comments on specific tools.

2.0 Aim of the specialist panels

The specialist panels are set up to provide an independent and impartial view on the implementation tools developed to support guidance specific topics including: implementation advice, costing tools and audit support, before being published and made available to professionals and the general public.

3.0 Membership

Membership of the specialist panels of the external reference group needs to cover a broad range of sectors relevant to NICE guidance to fulfil the aim of providing feedback from a representative group. It is also important to have representation from different settings, including primary, secondary and tertiary care, and from different parts of England.

3.1 Implementation Support Panel

Membership is required from the following groups of professionals within the NHS and wider public health community that consist of:

- NHS professionals (relevant to the topic)

- Practitioners
- Service delivery staff
- Staff at all grades and stages of training
- Clinicians
- Governance lead
- Clinical lead
- Commissioners

Wider public health community (relevant to the topic):

- Practitioners in relevant departments of local authorities
- Voluntary and community sector
- Professionals in all sectors relevant to the topic who may use the implementation tools

Patient/Lay representatives

3.2 Cost Impact Panel

Membership required is similar to the implementation support panel with the addition of enlisting professionals who are involved in assessing the cost of implementing NICE guidance and particularly those with experience of financial management in the sector.

3.3 Audit Panel

Members of the audit panel need to be current practitioners in carrying out clinical audit and potential users of the audit support provided by NICE.

4.0 Role of the Panels

4.1 Implementation support and cost impact panels

To provide feedback on implementation support/costing tools for specific topics, and on the appropriateness of assumptions and the approach.

Where needed, to advise NICE on the identification of appropriate networks with whom to engage to assist in the development of the tools.

4.2 Audit panel

To provide specific feedback to NICE on the content of the audit support prior to publication. In particular, members will be asked to comment on the audit criteria and data collection elements in relation to:

- clarity of concept and definition
- appropriateness

- unambiguous description
- measurable qualities
- ease of data collection

5.0 Mode of operation

The NICE Implementation Support team will manage the recruitment, [selection](#) and administration of the panels.

All applications will be acknowledged upon receipt and informed of whether they have been successful within 28 days.

All members are required to subscribe to 'Into Practice' (the implementers' bulletin) to receive updates of recent events and activities of the NICE implementation team.

Wherever possible members will be allocated to topics of their interest and it is anticipated that no more than 4 hours in total will be required per topic. Notice will be given of planned consultations involving panel members.

Members will be invited to comment on no more than four topics of their interest per year, however in exceptional circumstances they may be asked to comment on more. Where this is necessary, the member will be contacted beforehand.

All members are asked to inform NICE if they are unable to participate in planned consultations. Those who do not manage to participate following three opportunities will be invited to step down.

Communication with members will generally be by email or by telephone, with occasional face-to-face meetings if considered appropriate for discussion of a particular topic.

Issues raised by the panel will be addressed and a summary of how these were dealt with as well as the consultation feedback and developers responses will be provided to the relevant panel members upon publication of the tools.

In all cases NICE will make the final decision through its sign off processes prior to publication.

5.1 Implementation support panel

After successful appointment, the panel member will be allocated to their selected topic(s) of interest and later selected for a specific topic. Once selected for a specific topic they will receive information about key dates for consultation and publication by email.

Panel members will be given at least two weeks' notice of forthcoming consultation dates for the implementation support tools. Two weeks will be allowed for comments.

5.2 Cost impact panel

After successful appointment, the panel member will be allocated to their selected topic(s) of interest and later selected for a specific topic. Once selected for a specific topic they will receive information about key dates for consultation and publication by email.

Panel members will be given at least two weeks' notice of forthcoming consultation dates for the costing tools. Two weeks will be allowed for comments.

5.3 Audit Panel

Panel members will be invited to indicate their topics of interest on an annual basis. This information will be used to target members appropriately and alert them to likely timings so that input can be planned and managed.

For each guidance topic, three members of the audit panel will be invited to provide feedback on the content of the audit support.

After successful appointment, the panel member will be selected for a specific topic and receive information about key dates for consultation and publication by email.

Panel members will be given at least one week's notice of forthcoming consultation dates for the audit support tools. Two weeks will be allowed for comments.

6.0 Implementation Systems Consultations

The Implementation Systems team delivers strategic functions to support the implementation of NICE guidance through:

- the analysis of uptake data
- business support to the field team
- evaluation of implementation activity
- sharing learning
- the education strategy
- health informatics, and
- evidence based indicators

From time to time the Implementation Systems team may require feedback on consultations on the innovative projects they are working on relating to the areas listed above.

Feedback on consultations will be welcome from all those with an interest in these areas.

7.0 Review

Membership and terms of reference will be reviewed and updated annually to ensure appropriate topic allocation and involvement.