Appointment of members to the Ulcerative Colitis and Crohn’s Disease Update Committee

Updating ulcerative Colitis: management (2013) NICE guideline CG166

Crohn’s disease: management (2012) NICE guideline CG152

Supporting information for applicants

Closing date for applications: Wednesday 8 November at 5pm
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**Introduction**

Thank you for your interest in the role of member on the Ulcerative colitis and Crohn’s disease update Committee.

The National Institute for Health and Care Excellence (NICE), established under the Health and Social Care Act 2012, is the executive Non Departmental Public Body responsible for providing guidance and advice to support health and social care commissioners, providers and others to make sure that the care and preventative services provided are of the best possible quality and offers the best value for money. NICE has a statutory role that encompasses the development of quality standards, advice, information and recommendations about NHS, public health and social care services. NICE provides independent, evidence-based guidance on the most effective ways to prevent, diagnose and treat disease and ill health and reduce health inequalities and variations.

The Centre for Guidelines (CfG) develops guidance on the appropriate treatment and care of people with specific diseases and conditions. The guidance is used by those working in the NHS **and patients and their families and carers**.

The guidance is composed of recommendations, based on the best available evidence of clinical and cost effectiveness, on the appropriate treatment and care of people with specific diseases and conditions. The centre is also responsible for NICE’s Clinical Guidelines Update programme.

The Centre’s Guideline Updates Team (GUT) is an internal guideline developer in NICE. The GUT update clinical guidelines that are relevant to clinicians, health service managers and commissioners, as well as to patients and their families and carers. Working across a range of disease areas, the team contributes to some of the most exciting challenges in clinical guideline development using standing committees to update guidelines.

**About the committee**

The Committee is composed of between 9 and 12 members, including a chair and lay members.
Role of committee members

Members may be NHS staff, healthcare professionals, local government staff, social care practitioners, patients, service users and carers, and professionals from the academic world. They are expected to use their personal experience and judgement for the topics considered by the committee and to actively contribute to improving the quality and consistency of care provided by the NHS.

Committee members are appointed to a committee because of their relevant experience or their specific technical skills. Committee members are not appointed to act as representatives of a particular organisation. If members belong to stakeholder organisations, NICE and the committee assume that they bring this perspective to the group, and are not representing their organisation.

Committee members are co-authors of the guidance. They should respect the rights of NICE both to:

- publish the final guidance and associated products (for example, products to support implementation), and
- receive notification of any proposed publications related to their work on the guideline.

Committee members agree to:

- set aside enough time to attend committee meetings and use their personal and professional knowledge to inform the development of the guidance
- prepare for committee meetings in advance by reading, reviewing and commenting on all relevant papers
- contribute positively to the work of the committee and to developing the guidance
- raise any concerns about process or details in the draft guidance with the committee, and try to resolve these issues within the committee, with support from the guidance developer or the NICE guidance project team
- consider the analysis and interpretation of evidence prepared by the evidence review team
- take full account of the evidence in developing recommendations
• act in a professional manner, show good manners and be courteous to colleagues and staff at all times (committee members should behave in a polite, efficient and respectful manner and without bias or favour, using the highest standards of conduct expected in public life and service while on NICE duty)
• be impartial and honest in conducting their duties for NICE, use public funds entrusted to them to the best advantage of NICE, and avoid deliberately damaging the confidence of the public or stakeholders in NICE
• ensure strict adherence to NICE’s social value judgements and equality policy
• read and adhere to NICE’s policies on hospitality, declarations of interests and travel and subsistence.

About the post
The update will look at:

• Inducing remission in people with ulcerative colitis
• Treating acute severe ulcerative colitis
• Maintaining remission in Crohn’s disease after surgery

The majority of the Committee has now been recruited but we still require the following:

• Gastroenterology nurse specialist.

Please refer to the role description/personal specification for further details of the skills and experience required for this position.

Remuneration
The position of committee member is unpaid. NICE will pay reasonable out-of-pocket expenses, including train fares and hotel costs when necessary, for attending committee meetings.

Locum costs
If members are NHS contractors whose practice has to employ a locum to allow their attendance at NICE meetings, then locum costs will be reimbursed to the practice. If the practice arranges internal locum cover by a profit-sharing partner, this will be
reimbursed at a maximum of £350 a day or £175 for a half-day. If an external locum agency or salaried staff/partner is used, the cost of the locum will be reimbursed up to a maximum of £500 a day or £250 for a half-day.

Self-employed locums will be reimbursed £350 a day or £175 for a half-day.

Locums from community pharmacies/practices that are commercial organisations (such as Specsavers, Boots and Lloyds Pharmacy) are not entitled to claim for locum costs. This also applies to hospital-based locums.

Other expenses
The cost of child care will be paid only when it is shown that no reasonable alternative arrangements can be made.

Please refer to NICE’s travel and subsistence policy.

Time commitment
Committee members are expected to attend approximately 12 day-long committee meetings (some of these may be 2 day meetings). In addition, committee members will have to spend time reading committee documents and helping to produce consultation documents. Committee members will be appointed for the period of the update (approximately 12 months).

Diversity and equality of opportunity
Appointment is governed by the principles of public appointment based on merit. Candidates may come from a wide range of backgrounds and experience, and each successful candidate will need to demonstrate that they meet all the essential criteria for the post. NICE encourages applications from groups currently under-represented, including women, people from minority ethnic communities and disabled people.

Equality monitoring
We recognise that you may be wary about giving us personal information, and be concerned about how we use it and how well we protect it. You may also feel that some of the questions on the monitoring form are intrusive.
Why we need this information
NICE’s guidance and other quality improvement products aim to help the NHS and the health and social care community and other planners and practitioners to give all sections of their communities an equal opportunity to benefit from health and social care services. More evidence on how interventions affect particular groups would help us to do this better. But we also believe it’s important that our advisory bodies reflect the diversity of the population. Not only is it right in principle, but it also means that they can draw on a broader range of knowledge, experience and insight, and so produce better guidance.

We encourage people with the right qualifications from all parts of the population to join advisory bodies. This is why we want you to answer all the questions in the monitoring form.

NICE is legally required to avoid unlawful discrimination and to consider how to advance equality. Monitoring the impact of our recruitment policies is essential to meet these duties.

How we use the information
We use the information you give us only for monitoring the diversity of applicants and appointees to our committees. We will not use it in the selection process, and our interview panel will not see it. We detach this information from the application form so that you can’t be identified. A separate department in NICE analyses the information and reports on whether the information indicates our processes could be unfairly impacting on certain groups.

It is important for us to collect this information and we very much hope you will want to complete this form.

How to apply
The following documents must be submitted for your application:

- A cover letter, explaining how you meet the criteria in the person specification and your motivation for applying for the post (maximum 2 pages); your full name and the specific role for which you are applying must be clearly noted at the top of your letter
- A short CV
- **Applicant information form - with details of 2 referees**
- **Declaration of interests form**
- **Equality monitoring form**

If you have any questions, wish to receive hard copies of the above (that is the applicant information, declaration of interests or equalities monitoring forms) or wish to discuss the role further, please contact Susannah Moon, Programme Manager, susannah.moon@nice.org.uk 0161 870 3104

Send applications to ulcerativecolitis@nice.org.uk. Applications **must** be received by **5pm on Wednesday 8 November 2017**. We will not consider applications arriving after this date.

Your application will be acknowledged by email (or another way, if requested).

**Selection process**
All appointments are made on merit according to NICE’s Recruitment and Selection to Advisory Bodies Policy and Procedure. This policy observes the Code of Practice of the Office of the Commissioner for Public Appointments, which monitors appointments to public bodies and ensures that all appointments are made on merit after fair and open competition.

After the closing date for applications:

- A panel will assess candidates’ CVs and supporting letters to decide who best meet the criteria for the role and who will be invited to interview. The panel will rely only on the information you give in your application to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all the essential criteria.
- The panel will choose only the strongest applicants who it feels have demonstrated that they best meet the criteria in the person specification.
- If invited to interview, the panel will ask you about your skills and experience, asking specific questions to assess how you meet the criteria for the role.
• If your application is successful, you will receive a letter/email from the recruiting team to confirm the terms on which an appointment is offered.
• The recruiting team will notify you if you are unsuccessful.

Timetable
Interviews will be conducted by telephone and the date is to be confirmed.

Additional information
Please note that anyone who meets 1 or more of the categories below will be automatically disqualified from membership of any NICE committee:

• a doctor who is under investigation by the General Medical Council, and who has had interim restrictions placed on their practice, or who has been removed from the Medical Register
• other professionals who are under investigation for professional misconduct, or have been found to be in breach of appropriate professional standards by the relevant professional body
• anyone who has received a prison sentence or suspended sentence of 3 months or more in the last 5 years.

Anyone who meets any of the categories below will not be automatically disqualified, but they may be asked to step down from membership of a NICE committee, at the sole discretion of NICE. Therefore, please tell us in your application should any of these points apply:

• a doctor who is under investigation by the GMC but has not been subject to any interim restrictions
• people who are the subject of a bankruptcy restrictions order or interim order
• anyone who has been dismissed (except by redundancy) by any NHS body
• those who have had an earlier term of appointment terminated
• anyone who is under a disqualification order under the Company Directors Disqualification Act 1986
• anyone who has been removed from trusteeship of a charity.

1 GMC ‘Investigation’ is defined as an investigation into whether the practitioner’s fitness to practice is impaired by reason of one or more of the heads of impairment set out in section 35c(2) of the Medical Act 1983
Any committee members or chairs who are appointed because of their up to date professional healthcare knowledge and experience should have an active registration with the appropriate professional body when they are appointed and when their appointment is renewed. For medical committee members or chairs, this includes a licence to practise.

**Conflict of interests**

NICE is expected to achieve and maintain high standards of fairness in the way we conduct our business. These standards include impartiality, objectivity and integrity, and effective handling of public funds. Managing potential conflicts of interests is an important part of this process.

Managing conflicts of interests effectively is an essential element in developing the guidance and advice that NICE publishes. Without this, professionals and the public will lose confidence in our work.

We give particular consideration to interests involving payment or financial inducement or any reputational interest related to academia that may be affected by the matters under discussion.

**Standards in public life and code of conduct**

Committee members are expected at all times to act in good faith and observe the highest standards of impartiality, integrity and objectivity in conducting the committee’s business (see appendix B). Members will be required to sign to accept the terms of appointment relating to conduct (appendix C).

**How we manage your personal information**

Your personal data will be held by NICE in accordance with the Data Protection Act 1998 only for the purpose of recruitment to the advisory committees. It will not be given to third parties. Anonymised statistical information, including equalities data, may be held in order to monitor our recruitment process.

When we ask you for personal information, we promise we will:

- only ask for what we need, and not collect too much or irrelevant information
- ensure you know why we need it
• protect it and as far as possible, make sure that nobody has access to it who shouldn’t
• ensure you know that you have a choice about giving us information
• make sure we don’t keep it longer than necessary
• only use your information for the purposes that you have authorised.

We ask that you:

• give us accurate information
• inform us as soon as possible of any changes, or if you notice mistakes in the information we hold about you.

Useful links

About NICE
NICE Annual Reports
Social Value Judgement
NICE Equality Scheme
Policy on conflicts of interests

How to complain
If you have a complaint about our recruitment process you may submit this to:

David Coombs
Associate Director, Corporate Office
National Institute for Health and Care Excellence
10 Spring Gardens
London
SW1A 2BU
david.coombs@nice.org.uk
Appendix A: Role description and person specification

<table>
<thead>
<tr>
<th>Role</th>
<th>Committee Member for the Ulcerative Colitis and Crohn’s Disease Guideline Update</th>
</tr>
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<tbody>
<tr>
<td>Centre</td>
<td>NICE Centre for Guidelines</td>
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</table>

**ROLE DESCRIPTION**

<table>
<thead>
<tr>
<th>Summary</th>
<th>We are looking for skilled and experienced professionals with the following backgrounds/expertise to join a Guideline Committee:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Nurse specialist in gastroenterology</td>
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<tr>
<td></td>
<td>Strong interpersonal skills and excellent critical appraisal and analytical skills are required, along with an ability to communicate complex issues to different audiences.</td>
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<table>
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<tr>
<th>Responsibilities</th>
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<tbody>
<tr>
<td></td>
<td>• Attend all Committee meetings up to a maximum of 12 meetings per year.</td>
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<tr>
<td></td>
<td>• Participate in NICE guideline induction and development training as required.</td>
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<tr>
<td></td>
<td>• Work with the NICE Guideline Updates Team to agree the review questions and parameters which will inform the development of the guideline update.</td>
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<tr>
<td></td>
<td>• Prepare for committee meetings by reading, reviewing and commenting on all relevant papers and communicating by email between meetings as required.</td>
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<tr>
<td></td>
<td>• Participate in Committee discussions, deliberations and decision making using own specialist knowledge.</td>
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<tr>
<td></td>
<td>• Work with other members and chair of the Committee and NICE Guideline Updates Team to identify key issues, review evidence tables, and draft evidence statements.</td>
</tr>
<tr>
<td></td>
<td>• Work with the other members and chair of the Committee and NICE Guideline Updates Team to achieve consensus in relation to the evidence base, provide appropriate interpretations and formulation of concise action-orientated recommendations.</td>
</tr>
<tr>
<td></td>
<td>• Assist in quality assuring the guidelines and recommendations before they are approved internally by NICE prior to consultation and final publication. This includes advising and responding to stakeholder comments on the draft updated recommendations.</td>
</tr>
<tr>
<td></td>
<td>• Act in accordance with the principles of the NICE Code of Conduct, NICE guideline processes, policies and manuals, including the NICE equalities scheme and action plan.</td>
</tr>
<tr>
<td></td>
<td>• Work with the other members and chair of the Committee and NICE</td>
</tr>
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</table>
Guideline Updates Team to ensure deadlines and timetables are met.

- Review and check for accuracy other guideline related products, for example, any amendments required through the update to the NICE pathway, Information for the Public version (IFP) or implementation outputs.
- Be a champion for the guidelines after publication and undertake activities to promote endorsement of the guideline and implementation if needed.

**Conditions (e.g. time commitments, length of appointment)**

- Appointment will be for the duration of the update.
- This includes participation in teleconferences, pre-meetings and preparation work for Committee meetings. In addition members may be required to be accessible and able to respond to urgent queries promptly and as required.

- The Committee will be supported by the permanent staff of the NICE Guideline Updates Team, who will be responsible for the overall project management, organising Committee meetings, and preparation and presentation of the evidence at Committee meetings.

- Meetings will be held in both London and Manchester. All necessary and reasonable expenses, including travel and overnight accommodation, will be reimbursed in line with NICE's travel and subsistence policy.

**PERSON SPECIFICATION**

<table>
<thead>
<tr>
<th>Extent and nature of committee experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td></td>
<td>An understanding of the social, political, economic and professional influences on NICE.</td>
<td>Experience of working with NICE in relation to the development of a clinical guideline and/or technology appraisal as either a chair or full guideline committee member.</td>
</tr>
<tr>
<td></td>
<td>Credible level of experience of expert committee or working group work at a regional or national level in a relevant setting.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Ability to contribute to the work of the advisory body</th>
<th>All applicants:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Experience in health or social care (as appropriate) either as a practicing health or social care professional or working in or in association with the wider aspects of health or social care or the health care industries.</td>
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<tr>
<td></td>
<td>Excellent verbal and written communication skills.</td>
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<tr>
<td></td>
<td>Experience of communicating with a range of audiences at all levels.</td>
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</tbody>
</table>
- Time commitment to attend meetings, read papers and comment on draft documents produced by the group.

The following health care professionals are required:

- **Nurse specialist in gastroenterology**

- Credible level of experience of Inflammatory bowel disease, ulcerative colitis, Crohn's disease

- *(for roles where up to date professional healthcare knowledge and experience is required)* Active registration with the appropriate professional body

- *(for medical roles only)* A license to practice

<table>
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<tr>
<th>Ability to understand and interpret multiple complex data sets</th>
<th>Ability to gather data, analyse, critique and synthesise complex information as evidenced by relevant experience on advisory bodies and/or academic qualifications.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Understanding of the principles and methods of developing evidence based clinical guidelines.</td>
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<tr>
<td></td>
<td>Understanding of the principles of health economic evaluation in health care.</td>
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</tbody>
</table>

| Nature of the motivation underpinning the application | Clearly and persuasively stated reasoning for making an application. |

| Equality and diversity | Commitment to eliminating unlawful discrimination, advancing equality and an understanding of or awareness of the issues of inequality in health, public health and social care settings. |

**Appendix B: The Committee on Standards in Public Life: the seven principles of public life**

**Selflessness**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
Integrity
Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity
In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability
Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness
Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty
Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership
Holders of public office should promote and support these principles by leadership and example.

Appendix C: Standards of business conduct for NICE committee members
1. Committee members are required to abide by NICE business standards in order to serve on NICE guidance committees. Standards include conforming to the Nolan Principles set out in the NICE Code of Business Conduct and declaring any interests in accordance with the NICE code of practice for declaring and dealing with conflicts of interest.

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2 ‘Committees’ includes any formally constituted body involved in developing NICE guidance including advisory bodies, Guideline Development Groups, panels and guidance committees.
2. The 7 Nolan Principles for the conduct of public life that must be adhered to are:
   - selflessness
   - integrity
   - objectivity
   - accountability
   - openness
   - honesty
   - leadership.

3. NICE business standards additionally set out circumstances in which it may be inappropriate for a person to serve on a NICE committee. This may result in automatic disqualification from membership of a committee on a temporary or permanent basis.

4. Anyone meeting 1 or more of the categories below will be automatically disqualified from membership of any NICE committee:
   - a doctor who is under investigation\(^3\) by the General Medical Council, and who has had interim restrictions placed on their practice, or who has been removed from the Medical Register
   - other professionals who are under investigation for professional misconduct, or have been found to be in breach of appropriate professional standards by the relevant professional body
   - anyone who has received a prison sentence or a suspended sentence of 3 months or more in the last 5 years.

5. Anyone who meets any of the categories below will not be automatically disqualified, but they may be asked to step down from membership of a NICE committee at the sole discretion of NICE:
   - a doctor who is under investigation by the GMC but has not been subject to any interim restrictions
   - people who are the subject of a bankruptcy restrictions order or interim order

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\(^3\) GMC ‘Investigation’ is defined as an investigation into whether the practitioner’s fitness to practice is impaired by reason of one or more of the heads of impairment set out in section 35c(2) of the Medical Act 1983
• anyone who has been dismissed (except by redundancy) by any NHS body
• in certain circumstances, people who have had an earlier term of appointment terminated
• anyone who is under a disqualification order under the Company Directors Disqualification Act 1986
• anyone who has been removed from trusteeship of a charity.

6. After an investigation, if a person is considered fit to practise by the investigating body, they will automatically be eligible for committee membership.

I accept the above conditions for committee membership:

Name:..................................................................................

Signature:...........................................................................

Date:..............................................