Appointment of Clinical Lead to Thyroid disease Guideline Committee

Information pack for applicants

Closing date: Friday 21 July 5pm
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**Topic Lead for Thyroid Disease**

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Introduction
Thank you for your interest in the role of Clinical Lead on the Thyroid disease guideline.

NICE’s aim is to improve outcomes for people who use the NHS and other public health and social care services. We do this by:

- **producing** evidence-based guidance and advice for health, public health and social care practitioners
- **developing** quality standards and performance metrics for those providing and commissioning health, public health and social care services and
- **providing** a range of information services for commissioners, practitioners and managers across health and social care.

Role of committee members
Members of the committees are drawn from the NHS, healthcare professionals, local government, social care, patients, service users 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.

Committee members are appointed to a committee by virtue of their relevant experience or because they have specific technical skills. If members are from stakeholder organisations, NICE and the committee assume that these members bring this perspective to the group, and are not representing their organisations.

Committee members are co-authors of the guideline/guidance. They should respect the rights of NICE both to publish the final guideline/guidance and associated products (for example, products to support implementation) and to receive notification of any proposed publications related to their work on the guideline.

Committee members undertake to:
• set aside enough time to attend committee meetings and properly inform the development of the guideline/guidance through their personal and professional knowledge
• raise any concerns about process or details in the draft guideline/guidance with the committee, and try to resolve these issues within the committee, with support from the developer or the NICE guidance project team
• contribute positively to the work of the committee and the development of the guideline/guidance
• take full account of the evidence in developing recommendations
• consider the analysis and interpretation of evidence prepared by the evidence review team
• 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 the conduct of their official business, use public funds entrusted to them to the best advantage of NICE and do nothing that is deliberately intended to damage the confidence of the public or stakeholders in NICE
• ensure that there is rigorous 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
NICE is seeking to appoint a Clinical Lead for its Guideline Committee (GC) for Thyroid disease. The Clinical Lead will be working in collaboration with the staff of the National Guideline Centre (NGC) and Chair and members of the guideline committee (GC) over a period of approximately 30 months to produce a clinical guideline on Thyroid disease on behalf of the National Institute for Health and Care Excellence (NICE).
The Clinical Lead will be supported by the staff of the NGC who are responsible for the overall project management, organisation of GC meetings, carrying out evidence reviews and economic analysis.

The role description and person specification for both roles can be found in appendix A.

**Expenses and Honorarium**

**Clinical Lead**

The Clinical Lead will be reimbursed for reasonable expenses, including rail fares and hotel costs when necessary, that are incurred through attending guideline committee and other guideline meetings. A copy of the NICE reimbursement policy is available on request.

The Clinical Lead may claim £250 per committee meeting (inclusive of preparation work and pre-committee meetings) in addition to expenses.

**Locum costs**

If individuals are NHS contractors whose practice has to employ a locum to allow their attendance on NICE business, then locum costs will be reimbursed to the practice. If the practice arranges internal locum cover by a 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 is used, the actual 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) are not entitled to claim for locum costs. This also applies to hospital-based locums.

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

Please refer to NICE’s travel and subsistence policy.
**Time commitment**

Time commitment will include up to a full-day pre-GC meeting, and a full-day GC meeting, every 5-6 weeks for approximately 16 months during the development phase. There will be additional work before development to scope the guideline, and also after development, during consultation, validation, publication and post-publication phases.

**Period of appointment**

*Topic-specific committee*

Chairs, Clinical Leads and members of topic-specific committees will be appointed for the development of a specific guideline.

**Diversity and equality of opportunity**

The appointment will be governed by the principles of public appointment based on merit. Candidates may come from a wide range of backgrounds and experience, although the 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 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 try to encourage people with the right qualifications from all parts of the population to join advisory bodies. This is why we want to encourage 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 meeting these duties.

**How we use the information**

We use the information you provide only for monitoring purposes. We will not use it in the selection process, and our interview panel will not see it. We detach the information from the application form so that you can’t be identified by it. A separate department analyses the information and turns it into the statistics we need to review progress.

It’s important for us to collect this information and we very much hope you will feel able to complete this form.

**How to apply**

The following documents must be submitted as part of your application:

- A short CV
- A cover letter explaining how you meet the criteria in the person specification and your motivation for applying for the post (maximum 1 page). *Your full name and the specific role for which you are applying must be clearly noted at the top of your letter.*

**The following documents must also be submitted**, and can be accessed from the NICE advisory body recruitment pack:

- A completed declaration of interests form (the NICE policy on conflicts of interest can also be accessed here)
- The names and contact details for two referees
- Equality monitoring form
Applications must be sent to NGC-projectcoordinators@rcplondon.ac.uk or by post to:

NGC Administrator
Royal College of Physicians
11 St Andrews Place
London
NW1 4LE

**Applications must be received by 5pm on Friday 21 July.** Applications received after this date will not be considered.

All applications will be acknowledged by email (or another way, if requested).

The Clinical Lead, if appointed must also be available to attend the following meeting as part of the scoping phase:

- Scoping meeting 15th September 2017

**Selection process**

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

After the closing date for applications:

- The panel will assess candidates’ CVs and covering letters to determine who it believes best meets the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide 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 of the essential criteria.
- We anticipate that by the beginning of January the panel will decide who will be invited for interview.
- The panel will select only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification.
• If invited to interview, the panel will question you about your skills and experience, asking specific questions to assess whether you meet the criteria set out for the post.
• You will receive a letter/email from the recruiting team that will confirm the terms on which the appointment is offered.
• If you are unsuccessful, you will be notified by the recruiting team.

**Timetable and key dates**
Interviews will take place on **Tuesday 1st August**. Applicants must be available to attend an interview on this date.

**Additional information**
In addition to your application form and CV, please also tell us if you have:

• received a prison sentence or suspended sentence of 3 months or more in the last 5 years.
• been subject to a bankruptcy restrictions order or interim order.
• been dismissed (except by redundancy) by any public body.
• in certain circumstances, had an earlier term of appointment terminated.
• under a disqualification order under the Company Directors Disqualification Act 1986.
• been removed from trusteeship of a charity.

**Conflict of interests**
NICE is expected to achieve and maintain high standards of probity in the way it conducts its business. These standards include impartiality, objectivity and integrity, and the effective stewardship of public funds. Managing potential conflicts of interests is an important part of this process.

The effective management of conflicts of interests is an essential element in the development of the guidance and advice that NICE publishes. Without it, professionals and the public will lose confidence in our work.
Particular consideration should be given 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**

The appointee will be expected at all times to act in good faith and observe the highest standards of impartiality, integrity and objectivity in relation to the conduct of the committee’s business (see appendix B).

**How we manage your personal information**

Your personal data will be held by NICE in accordance with the Data Protection Act 1998 for the purpose of recruitment to the advisory committees only. It will not be passed to third parties. Anonymised statistical information, including equalities data, may be held for monitoring purposes related to 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 insofar as is possible, make sure nobody has access to it who shouldn’t
- ensure you know what choice you have about giving us information
- make sure we don’t keep it longer than necessary
- only use your information for the purposes you have authorised.

We ask that you:

- provide us with 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

Information about the recruiting centre

How to complain
If you have a complaint relating to the recruitment process, you should follow the steps below. Complaints should be addressed to:

David Coombs
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

Topic Lead for Thyroid Disease

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

<table>
<thead>
<tr>
<th>Role</th>
<th>Clinical Lead for the Thyroid disease Guideline Committee</th>
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<tr>
<td>Centre</td>
<td>National Guideline Centre (NGC)</td>
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ROLE DESCRIPTION

Summary

To work in collaboration with the staff of the National Guideline Centre (NGC) and members of the guideline committee (GC) over a period of approximately 30 months to produce a clinical guideline on Thyroid disease on behalf of the National Institute for Health and Care Excellence (NICE).

The Clinical Lead will be supported by the staff of the NGC who will be responsible for overall project management, organising GC meetings, carrying out evidence reviews and economic analysis.

Responsibilities

- Advise on the composition and membership of the GC.
- Act in accordance with the principles of the NICE Code of Conduct.
- To deputise for the guideline Chair when necessary.
- Attend all GC meetings (approximately 13), held 5-6 weekly over a period of 16 months in central London.
- Participate in NICE GC training.
- Provide expert knowledge on Thyroid disease and act as a source of clinical advice to the guideline Chair and NGC staff in the identification and review of evidence.
- Have regular and frequent contact with the NGC Project Manager throughout the lifetime of the guideline for planning purposes and be able to answer queries at short notice.
- Work with the GC and NGC staff to identify key issues, formulate clinical questions, review evidence tables, identify priorities for economic analysis, advise on appropriate assumptions and data sources for economic models and draft recommendations.
- Participate in discussion and decision making.
Approval of GC meeting minutes.
Write and quality assure drafts of the guideline, along with the NGC Guideline Lead and guideline Chair.
Provide appropriate clinical advice to NCG staff when responding to stakeholder comments on the draft guideline, along with the guideline Chair.
Contribute to the development of other related guideline products.
Represent the GC at other meetings if required.

Conditions
Travel and subsistence will be met as per the NGC policy on travel and subsistence.
Where overnight accommodation is required, this must be agreed with the NGC in advance of the meeting.
The clinical lead may claim up to £250 per day for each GC meeting to cover preparation and attendance at the meeting.

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>Practicing senior healthcare professional with demonstrable relevant experience and clinical knowledge in the field of Thyroid disease</td>
<td></td>
<td>Experience of developing evidence-based guidelines.</td>
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<tr>
<td>All applicants must be in current regular clinical practice for the entire duration of guideline development</td>
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<td>Links with relevant professional bodies</td>
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<tr>
<td>Credible level of experience of expert committee work in a relevant setting</td>
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<tr>
<td>Experience of working with patient/carer representatives</td>
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| Ability to contribute to the work of the advisory body | • Experience in health or social care either as a practicing professional or working in or in association with the wider aspects of health or social care or the health care industries, or through engagement in or with health or social care as a patient, member of the public, user, carer or as an advocate.  
• Ability to take an impartial and balanced view during discussions of complex and emotive subjects  
• Excellent group management, leadership and facilitation skills.  
• Excellent verbal and written communication skills.  
• A commitment to work within the framework of NICE processes (including the NICE Policy on Conflicts of Interest)  
• A detailed knowledge of the NHS and its functions.  
• Understanding of the key issues in Thyroid disease and how these fit into the wider context  
• An understanding of the social, political, economic and professional influences on NICE.  
• Ability to understand and interpret multiple complex data sets  
• An understanding of critical appraisal of research evidence.  
• Ability to effectively communicate complex ideas  
• Understanding of systematic review methodology. |
and concepts to mixed audiences.

| Nature of the motivation underpinning the application | • Clearly and persuasively stated reasoning for applying for membership.  
| | • Willingness to abide by the [NICE Policy on Conflicts of Interest](#). |

### 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.