Appointment of members to the Patient Access Scheme Expert Panel

Supporting information for applicants

Closing date for applications:  Friday 13 January 2017 at 5pm
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**Introduction**

Thank you for your interest in the role of member on the Patient Access Scheme Expert Panel.

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 panel members**

Members of the panel are drawn from the NHS, healthcare professionals, local government, social care, patients, service users and carers, and the academic world. Panel 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 panel and in doing so actively contribute to improving the quality and consistency of care provided by the NHS.

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

Panel members undertake to:

- set aside enough time to attend panel meetings and properly inform the development of the advice through their personal and professional knowledge
- raise any concerns about process or details in the draft advice with the panel, and try to resolve these issues within the panel with support from the developer or the NICE project team
- contribute positively to the work of the panel and the development of the advice
• 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 (panel 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
The National Institute for Health and Care Excellence (NICE) is recruiting members to join its Patient Access Scheme Expert Panel. The role of the Expert Panel is to assist the NICE Patient Access Scheme Liaison Unit (PASLU) review proposals for Patient Access Schemes for a technology. The views of the Panel contribute to the Advice drafted by the PASLU which goes forward to the Department of Health where a Health Minister makes the final decision on whether the proposed scheme can be included in the evaluation of a technology.

Patient Access Schemes are part of the flexible approach to pricing of pharmaceuticals agreed between the Department of Health and the pharmaceutical industry through the Pharmaceutical Price Regulation Scheme. Patient Access Schemes are a mechanism through which NHS patients can gain access to medicines which might not be recommended by NICE at the manufacturer’s list price.

Applications to join the expert panel are invited from health, social care and public health professionals, academics and researchers, and people who bring a patient, carer, and/or community perspective. Panel members will not be appointed to act as
representatives of a particular organisation. They will be expected to apply experience and judgment from their individual backgrounds to consideration of Patient Access Scheme proposals put forward by manufacturers and other sponsors. In doing so members of the panel actively contribute to improving the quality and consistency of care provided by the NHS and in promoting improved public health.

The role description and person specification are given in appendix A.

**Remuneration**

*Members*

The position of members is unremunerated. NICE will pay reasonable out-of-pocket expenses, including rail fares and hotel costs when necessary, to enable attendance at panel 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
Panel members are expected to attend 11 day-long panel meetings a year in Manchester or London. In addition, preparation time will be required for the reading of the panel papers (about 75 - 100 pages per meeting).

Period of appointment
Membership will be for 3 years and will be eligible for renewal. The second and further periods of office will be for periods of up to 3 years by mutual agreement, up to a maximum of 10 years.

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 on our Expert Panel.

We will consider reasonable adjustments to our recruitment processes to ensure that those applicants who possess the skills and experiences required for a role are not put at a substantial disadvantage because of a disability.

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 Expert Panel. 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:

Applications for chairs and non-lay members:

- applicant information form
- short CV
- 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.
- completed declarations of interests form.

As noted above, applicants are also asked to include the equality monitoring form.

Send applications to CCT@nice.org.uk. Applications must be received by 5pm on Friday 13 January 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.
- We anticipate that by late January 2017 the panel will have decided who will be invited for interview.
- 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 are scheduled to take place by teleconference in February 2017.

**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 or panel:
• 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.

Any medical panel members or chairs who are appointed because of their medical knowledge and experience should have a licence to practise when they are appointed, or when their appointment is renewed.

**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.

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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
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.

The Chairs of the expert panel is in a special position in relation to the work of their and so may not have any specific financial or nonfinancial personal, non-personal or family interests. Further information is available in the Policy on Conflicts of Interest.

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

Panel members are expected at all times to act in good faith and observe the highest standards of impartiality, integrity and objectivity in in conducting the Expert Panel’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 expert panel. 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*

Information about the recruiting centre ([https://www.nice.org.uk/about/what-we-do/patient-access-schemes-liaison-unit](https://www.nice.org.uk/about/what-we-do/patient-access-schemes-liaison-unit)).

**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

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

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<thead>
<tr>
<th>Role</th>
<th>Patient Access Scheme Expert Panel Member</th>
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<tr>
<td>Centre</td>
<td>Centre for Health Technology Evaluation</td>
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ROLE DESCRIPTION

Summary

- Regularly attend Expert Panel meetings in Manchester and London (maximum 11 per year).

- Contribute to the panel deliberations from their own specialist knowledge whilst respecting input from non-specialists and lay persons. Apply their own experience and judgement to the schemes under discussion, rather than act as a representative of their organisation.

- Work with the other members of the Expert Panel and NICE staff to identify key issues and review evidence.

- Work with other members of the Expert Panel and NICE staff to formulate recommendations and comment on the evidence and on drafts of the advice.

- Agree the final recommendations which will form part of the final advice.

- Ensure appropriate consideration of the implications of the advice for duties under equalities legislation.

- Follow agreed decision-making procedures and accept the collective decisions of the Expert Panel. Abide by NICE’s code of conduct for Committee members including declarations of interest.

- Prepare for the Expert Panel meetings by reading the substantive papers and by gathering any additional information on the proposed schemes which may be helpful to the discussions.
- Participate in review(s) of the functioning of the Expert Panel and accept changes to the membership, remit, procedures etc of the Expert Panel as a result; and
- Participate in induction training and other training which may be offered periodically.

**Conditions**

The position is available for 3 years in the first instance.

**PERSON SPECIFICATION**

<table>
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<tr>
<th>Expert Panel work and the functions of NICE</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>- An understanding of the social, political, economic and professional influences on NICE</td>
<td>- A commitment to the principles and the work of NICE and to improving the quality and effectiveness of health care across the NHS.</td>
<td>- Experience of and the confidence to work with highly technical data</td>
</tr>
<tr>
<td>- A commitment to the principles and the work of NICE and to improving the quality and effectiveness of health care across the NHS.</td>
<td>- Experience of and confidence in expert committee work</td>
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<tr>
<td>- Ability to effectively assimilate, analyse and debate complex information</td>
<td>- Ability to exercise sound judgement often in the absence of conclusive evidence</td>
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<tr>
<td>- Ability to exercise sound judgement often in the absence of conclusive evidence</td>
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**Healthcare experience**

- Experience in healthcare
  - as a practising healthcare professional or
  - working in or in association with the wider aspects of healthcare, patient care or the health care industries
<table>
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<tr>
<th>Time commitment</th>
<th>• Applicants should have the necessary authority to make the time available to prepare for and take part in the majority of the panel meetings.</th>
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<tr>
<td>Communications</td>
<td>• Access to the internet and the ability to communicate via e-mail between meetings • Good verbal communication skills</td>
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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.

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 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.

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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
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
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
- 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:..............................................