

NATIONAL INSTITUTE FOR HEALTH AND CLINICAL EXCELLENCE

Topic Selection consideration panel member recruitment - professional

Information pack for applicants

The closing date for receipt of applications is **5pm, Friday 9 July 2010.**

Please send these to:

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National Institute for Health and Clinical Excellence (NICE)
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Level 1a
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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 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 has many roles, for example developing 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.

Role of Topic Selection consideration panels

There are six consideration panels, which cover the following areas;

- Acute and Chronic Conditions
- Cancer
- Mental Health
- Public Health
- Vascular and Metabolic Conditions
- Women's and Children's Health

Each panel is comprised of health and social care professionals and lay people. The panels consider possible topics for NICE to develop guidance on. Suggestions for possible topics come from a variety of sources. From all the suggested topics, the panels prioritise and recommend topics they think are most important and fit best with NICE's work programme.

For clinical guideline and public health topics, the prioritised recommendations from the consideration panels are passed to the Department of Health-led Referral Oversight Group. This group draws up a priority list from all the recommendations of the consideration panels. For technology appraisal topics, the next stage is consideration by a joint NICE/DH pre-scoping group. In all cases, the final decision on which topics to refer to NICE is made by Department of Health Ministers.

Panel members apply their own experience and judgement to the decision-making process. They do not act as specific representatives of a particular organisation or group of people.

The consideration panels are supported by the Topic Selection team at NICE, based in Manchester.

Job description for professional members for consideration panels

1. Able to attend three panel meetings a year.
2. Actively 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 topics under discussion, rather than act as a representative of their organisation.
3. Follow agreed decision-making procedures and accept the collective decisions of the panel. Abide by the code of conduct for panel members including declarations of interest and follow operational procedures for topic selection.
4. Prepare for the panel meetings by reading the papers and by gathering any additional information on the proposed topics, which may be helpful to the discussions.
5. Participate in induction training and other training, which may be periodically offered.

Person specification

NICE looks for professional panel members who meet the following selection criteria:

- are acknowledged experts in the subject area covered by their panel, or are generalists with a good knowledge of the health service and NICE's work
- are experienced panel members
- have a good understanding of the NHS, Department of Health and the current NHS commissioning environment
- have an understanding of the issues relating to the prioritisation and selection of health care topics for NICE's work programmes
- have a strong personal commitment to the needs of the NHS and the wider public health community in securing high quality services

In addition it is desirable that professional panel members:

- have insight into the practicalities of implementing guidance in the NHS or wider public health area
- have previous experience of expert advisory panels
- have an understanding of NICE's work programmes and their different products

Confidentiality

Panel members should treat all documentation supplied as strictly confidential and members are required to sign a confidentiality agreement. Documents should be stored securely and destroyed confidentially. (NICE is able to destroy documents confidentially if members do not have this facility). Panel members are also required to declare whether they have any

relevant interests in topics being considered by the panel. These are recorded in the minutes of the meeting and are available for public scrutiny on the NICE website.

Time commitment

Each consideration panel usually meets three times a year and members are expected to attend every one. Preparation time will be required for the reading of the panel papers (expected to be 100– 150 pages per meeting).

Location

Panel meetings will usually be held at the NICE offices in central Manchester or central London. Panel members will be advised of the location in advance. Meetings will normally last from 12.30pm to 4pm with lunch being provided at 12pm. Meetings may also be held electronically if there is a short agenda.

Tenure

Panel members are initially appointed for three years. Renewal for a further three years is possible. There is no limit on the number of renewals, although renewal of membership is not automatic. Members may sit on more than one consideration panel.

Completed applications

Should be submitted by **5pm, Friday 9 July 2010** in the first instance to:

Lynn Woodward
Assistant Project Manager - Centre for Health Technology Evaluation
National Institute for Health and Clinical Excellence (NICE)
Centre for Health Technology Evaluation
Level 1a
City Tower
Piccadilly Plaza
Manchester, M1 4BD

Email: lynn.woodward@nice.org.uk
Direct line: 0161 870 3283

- Please keep a copy of your application and any additional information you send us.
- The advertisement and this application pack give details of the specific vacancy for which you can apply.
- Members of Topic Selection consideration panels 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. Please follow up your application if you do not receive this.

- The Topic Selection and Centre of Health Technology Evaluation secretariat at NICE will facilitate the applications of professional people to the panels, shortlisting candidates who fulfil the person specification.
- A selection panel consisting of the Director for Centre of Health Technology Evaluation, the Director for Centre of Clinical Practice, the Director for Public Health and the Associate Director of Topic Selection will assess your cover letter and CV to see whether you have the general personal qualities and skills specified for the post for which you have applied. References may be taken to decide which short-listed candidates are successful in their applications. There will be no formal interview but you may be contacted for an informal discussion. From this the panel will decide appointments.
- If you are successful, you will receive a letter appointing you as a member of one of the Topic Selection consideration panels.
- Successful candidates will be required to submit a completed declaration of interests form, equalities monitoring form and a confidentiality agreement prior to commencement of appointment.
- Unsuccessful candidates will 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 5pm, Friday 9 July 2010

Dealing with your concerns

In the first instance;

For queries about your application, please contact Ben Hendry (Topic Selection Project Manager)

Email: benjamin.hendry@nice.org.uk

Direct line: 0161 870 3082

If you are not completely satisfied:

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: Lynn Woodward
Assistant Project Manager – Centre for Health Technology Evaluation
National Institute for Health and Clinical Excellence (NICE)
Level 1A
City Tower
Piccadilly Plaza
Manchester, M1 4BD

Appendices

Appendix A

Terms of reference

There are six consideration panels for topic selection:

- Cancer
- Women's and Children's Health
- Vascular and Metabolic Conditions
- Mental Health
- Acute and Chronic Conditions
- Public Health

All the consideration panels have the same terms of reference as follows:

- To consider and assess topic suggestions presented to the panel
- To clarify and amend the draft remits of the topic suggestions as appropriate
- To assess to what extent the topic suggestions meet the selection criteria determined by NICE and the Department of Health (DH)
- To recommend to the DH-led Referral Oversight Group the priority clinical guideline and public health topics from those presented to the panel (if any are suitable) and topics which should not be taken forward
- To recommend to the NICE pre-scoping group which technology appraisal topics should progress from those presented to the panel and technology appraisal topics which should not be taken forward
- To comment on cross-cutting topics being discussed by other panels
- To identify external experts who can help provide additional information on a topic suggestion if appropriate
- To review topic suggestions which were previously eliminated or filtered out before reaching the panel and to identify any which in the panel's opinion have been incorrectly assessed
- To ensure that a balanced view of the importance of a topic is taken
- To follow agreed operational procedures for considering topics

Appendix B

Current consideration panel members

Acute and Chronic Conditions

Professor Derek Alderson
Dr Robert Anderson
Professor Max Bachmann
Dr Jonathan Beauchamp
Dr Joel Bonnet
Mr Graham Brack
Dr Ian Bullock
Professor Nicholas Cheshire
Dr Andrew Cook
Professor Peter Crome
Dr Kevin Gormley
Mr Peter Gosling
Dr Carol Hawley
Dr Jennifer Hill
Professor Janusz Jankowski
Dr John Lee
Ms Robin Mackenzie
Dr Norma O'Flynn
Dr Dafydd Roberts
Dr Michael Rudolf
Dr Peter Selby
Dr Ruth Stephenson
Dr Cathryn Thomas
Dr William Turner
Mrs Madeline Wang
Ms Pamela Young

Cancer

Dr Andrew Champion
Professor Peter Clark
Dr Robin Crawford
Dr Linda Garvican (Vice Chair)
Dr John Graham
Professor Archibald Malcolm
Professor Adrian Newland
Dr Charlie Nicholls
Ms Tracy Parker
Dr Steve Pereira
Dr John Radford
Professor Mike Richards (Chair)
Dr Julia Riley
Dr Dafydd Roberts
Dr Martin Robinson
Dr Mark Shapley

Dr David Smith
Dr Vaughan Thomas
Ms Ursula Van Mann
Mr Neil Watson

Mental Health

Mr Graham Brack
Dr Andy Cotgrove
Dr Richard Garlick
Dr Hugh Griffiths (Chair)
Mr Tony Goss
Dr Tim Kendall
Dr Nick Kosky (Vice Chair)
Professor Richard Morriss
Mr Steve Pilling
Ms Susan Ringwood
Professor Fabrizio Schifano
Ms Christine Sealey
Dr Vaughan Thomas

Public Health

Ms Karen Bernard
Dr Christopher Birt
Ms Jan Bowden
Professor Simon Capewell (Vice Chair)
Dr Ruth Chadwick
Ms Susan Elden
Dr Henrietta Ewart
Councillor Ronald Gould
Professor Hilary Graham
Dr Jeremy Hawker
Dr Mark Hill
Dr Rowan Hillson
Professor Frank Kee
Professor Peter Kelly
Professor Yi Mien Koh
Professor Catherine Law
Professor Alan Maryon-Davis (Chair)
Ms Lynda Price
Dr Ann Richardson
Dr Jeffrie Strang

Vascular and Metabolic Conditions

Ms Niki Ayers
Professor Colin Baigent
Dr Ameet Bakhai
Dr Susan Benbow
Professor Roger Boyle (Chair)

Dr Peter Davidson
Dr Mark Davis
Dr Henrietta Ewart
Dr Steven Fearn
Professor Gary Ford
Dr Paramjit Gill
Miss Margaret Goose
Dr Bernard Higgins
Dr Rowan Hillson (Vice Chair)
Ms Kathryn Jarvis
Mr Peter Lamont
Professor Chris McIntyre
Dr Rubin Minhas
Dr Denis Morrison
Dr Donal O'Donoghue (Vice Chair)
Mr Andrew Ritchie
Dr Iain Robertson
Mr John Walsh
Dr Tony Whitehead

Women's and Children's Health

Professor Sabaratnam Arulkumaran
Ms Sue Eardley
Dr David Elliman
Dr Amanda Freeman
Dr David Gillen
Ms Debby Gould
Dr Nicholas Hicks
Ms Sara Kenyon
Professor Yi Mien Koh
Dr Kevin Morris
Dr Stephen Murphy
Professor Shaughn O'Brien
Ms Wendy Riches
Dr Sheila Shribman (Chair)
Dr Merran Thomson
Ms Heather Trickey
Professor James Walker
Mr Stephen Walkinshaw
Dr Edward Wozniak

Appendix C

Maps

London office

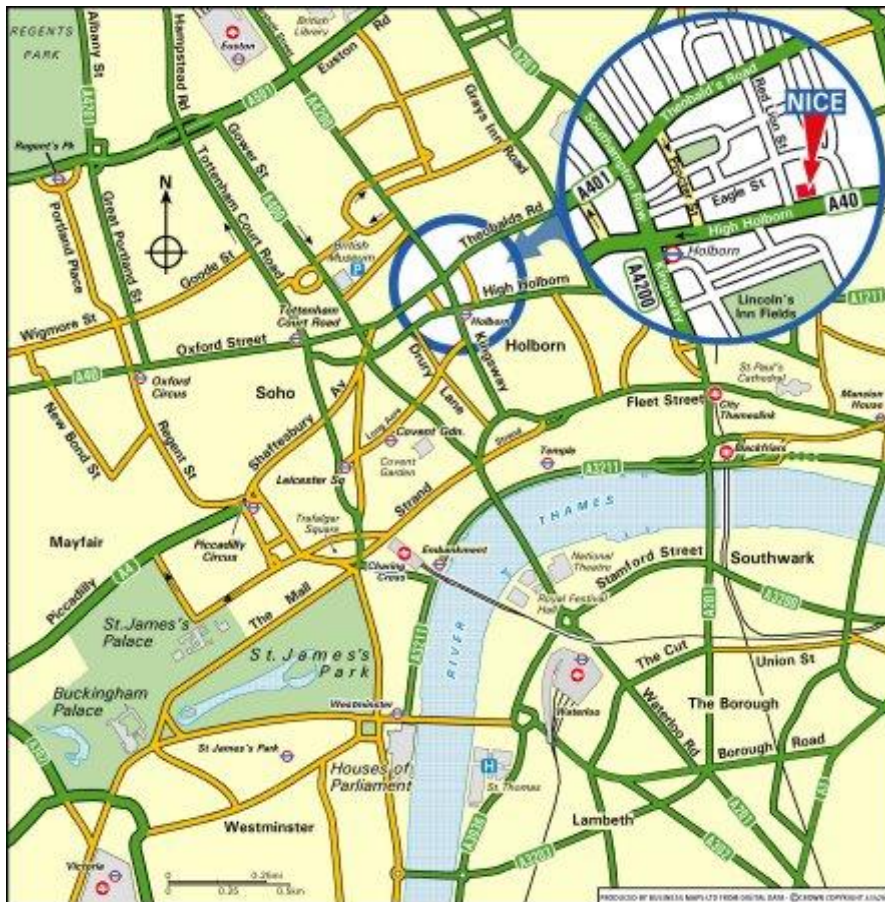
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MidCity Place
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Email: nice@nice.org.uk


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

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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.