

Appointment of members to the Women's Health suite

Supporting information for applicants

Contents

Appointment of members to the Women’s Health suite.....	1
Supporting information for applicants	1
Contents.....	2
Introduction	3
About the post.....	3
Role of committee members	4
Remuneration.....	5
Members.....	5
Locum costs	5
Other expenses	6
Time commitment.....	6
Period of appointment	6
Topic-specific committee	6
Diversity and equality of opportunity.....	6
Equality monitoring.....	7
Why we need this information.....	7
How we use the information	7
How to apply	7
Selection process.....	8
Timetable	9
Additional information.....	9
Conflict of interests.....	10
Standards in public life and code of conduct.....	11
How we manage your personal information	11
Useful links.....	12
How to complain.....	12
Appendix A: Role description and person specification.....	13
NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE	13
ROLE DESCRIPTION	13
Summary	13
Responsibilities	13
Conditions	14
PERSON SPECIFICATION	14
Criteria	14
Appendix B: The Committee on Standards in Public Life: the seven principles of public life	16
Appendix C: Standards of business conduct for NICE committee members.....	17

Introduction

Thank you for your interest in the role of member on the Women's Health suite.

We are looking to establish a pool of suite topic experts who will assist NICE in prioritising and maintaining content across our women's health guideline topics, including obstetric, maternity and gynaecology topics. We aim to create an established pool of experts that we can call on to provide advice on prioritisation and to form new committees as topics are identified that will enable us to respond quickly to the latest evidence and be agile, flexible and dynamic when developing recommendations. This approach will allow us to quickly match the identified topics with the right expertise and will share the workload across the expert pool.

NICE's role is to improve health and wellbeing by putting science and evidence at the heart of health and care decision making. We do this by:

- Providing independent assessment of a wide range of complex evidence to help commissioners, front-line practitioners, patients, carers, and citizens to take better informed decisions. These decisions may be about the care people receive, the safety of new procedures or the use of finite health and care resources.
- Working with those at the forefront of scientific advances and using our analytical skills, knowledge and expertise to identify, assess and develop timely recommendations for innovations that have a real and important impact on patients' lives, on the delivery of health and care, and that represent good value for the system.
- Working with partners across the health and social care system to drive the uptake of effective and cost-effective new treatments and interventions to benefit the population as a whole and to improve and ensure equity of access to all members of society.

About the post

We are recruiting for professional members to join the pool and become members of committees working on the next set of guideline updates which is likely to include Caesarean birth, Ectopic pregnancy and miscarriage, Preterm labour and birth, and Twins and Triplets. Other topics will be added to this list in the future.

We are looking for professionals with demonstrable and relevant experience and knowledge in the field of maternity and obstetric care.

Applicants should have a commitment to evidence-based working, ideally with experience of guideline development processes, an understanding of systematic reviewing, critical appraisal methods and the role of economics in supporting decision-making. Strong interpersonal skills and excellent verbal and written communication skills are important, along with an ability to communicate complex issues to differing audiences.

We are looking for the following co-opted members who will only attend meetings specific to their expertise;

- Obstetric anaesthetist

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

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
- 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 NICE guidance project team
- contribute positively to the work of the committee and to developing the 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 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 Principles and equality policy
- read and adhere to NICE's policies on hospitality, declarations of interests and travel and subsistence.

Remuneration

Members

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

NICE will reimburse locum backfill for committee members, chairs and vice chairs that are working in NHS general practice and a locum is needed to allow their attendance on NICE business. The cost of the locum cover will be reimbursed up to a maximum of £600 per day or £300 for half a day. Locum reimbursement claims must be submitted by the practice via an invoice to NICE, and all reimbursement will

be to the practice. Further information is available in the [non-staff reimbursement policy](#).

Other expenses

NICE recognises that in some circumstances individuals will need to arrange for carers or support workers to accompany them to a meeting, or to take over unpaid caring responsibilities while they are at a meeting – this includes childcare or care of a family member with a disability or other additional needs. The circumstances in which NICE can provide reimbursement for such costs are outlined in the [non-staff reimbursement policy](#).

Time commitment

Committee members are expected to attend day-long committee meetings during guidance development. Our committees have been meeting virtually using online software since the COVID-19 pandemic. We will review this regularly but a small number of meetings will be held in person in London.

Committee members will have to spend time reading substantial committee documents and helping to produce consultation documents.

Period of appointment

Topic-specific committee

Chairs and members of topic-specific committees are either appointed for the duration of development of a specific guideline or for up to 3 years (renewable up to 10 years) to work on multiple guidelines within a topic area.

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 committees.

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 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:

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 NGAApplications@nice.org.uk. Your application will be acknowledged by email (or another way, if requested).

Selection process

All appointments are made on merit according to NICE's Appointments to Advisory Bodies Policy and Procedure. This policy adopts the relevant principles in the [Governance Code on Public Appointments](#).

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

Committee meetings are scheduled for the following dates with more to be arranged in due course:

- Monday 6th March 2023
- Wednesday 3rd May 2023
- Thursday 4th May 2023
- Monday 19th June 2023
- Wednesday 21st June 2023
- Tuesday 18th July 2023

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 investigation¹ by the General Medical Council (GMC), or following investigation by the GMC has had restrictions placed on their practice or 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 (except in cases where NICE is actively seeking lay member candidates with this experience, for example, prison health topics).

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:

- people who are the subject of a bankruptcy restrictions order or interim order

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

- anyone who has been dismissed (except by redundancy) by any NHS or social care 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 committee members or chairs who are appointed because of their up to date professional health and care service knowledge and experience and work in a regulated profession 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.

To help ensure the independence of NICE's guidance development process, the following individuals are excluded from membership of the advisory committees, although may be invited to attend in a non-decision making advisory capacity as appropriate:

- a. employees of the Department for Health and Social Care
- b. NHS England and NHS Improvement staff who are employed in the organisation's national commissioning functions
- c. NHS England and NHS Improvement appointees to the roles of National Clinical Director, National Specialty Lead, or Clinical Reference Group chair.

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 or published work that may be affected by the matters under discussion.

Please ensure you read NICE's [policy on declaring and managing interests for NICE advisory committees](#) before applying.

As part of NICE's commitments under the World Health Organisation Framework Convention on Tobacco Control, individuals working for, or holding office in, tobacco organisations cannot be appointed to NICE's advisory committees. (Tobacco organisations include the tobacco industry, and organisations speaking on behalf of, or funded by, the tobacco industry.) Further information is contained in [NICE's statement on engagement with tobacco industry organisations](#).

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

NICE is committed to meeting the highest standards when collecting and using personal information. 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
- not use your information for purposes incompatible with the reasons we asked for it .

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.

More information about how we process your personal data can be found on our [privacy notice](#).

Useful links

[About NICE](#)

[NICE Annual Reports](#)

[NICE Principles](#)

[NICE Equality Scheme](#)

[Policy on declaring and managing interests](#)

[Privacy notice](#)

Information about the recruiting centre ([hyperlink to be included by recruiting team](#)).

How to complain

If you feel that equality and fairness were not observed during the recruitment process please contact the recruiting centre. Should your concerns remain, you can submit a complaint to David Coombs, Associate Director, Corporate Office via complaints@nice.org.uk.

Appendix A: Role description and person specification

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Role: Co-opted committee member on the Women's Health suite, for the following role:

- Obstetric anaesthetist

Centre: National Institute for Health and Care Excellence

ROLE DESCRIPTION

Summary

To work in collaboration with the National Institute for Health and Care Excellence (NICE), the Guideline Committee Chair and the Committee to update a number of clinical guidelines on women's health topics, including obstetric, maternity and gynaecology topics.

We are looking to establish a pool of suite topic experts who will assist NICE in prioritising and maintaining content across our women's health guideline topics, including obstetric, maternity and gynaecology topics. We aim to create an established pool of experts that we can call on to provide advice on prioritisation and to form new committees as topics are identified that will enable us to respond quickly to the latest evidence and be agile, flexible and dynamic when developing recommendations. This approach will allow us to quickly match the identified topics with the right expertise and will share the workload across the expert pool.

The committee member will be supported by the staff of NICE who will be responsible for overall project management, organising committee meetings, carrying out evidence reviews and economic analysis.

Responsibilities

- Work with NICE staff, the Topic Advisor, and the guideline Chair to review guideline questions and draft guideline recommendations
- Attend committee meetings, held approximately every 4 to 6 weeks, virtually or in London
- Participate in NICE committee training and NICE committee induction
- Provide clinical knowledge of, and experience in obstetric and maternity care, and act as a source of clinical advice to the guideline Chair, rest of the committee and NICE staff in the identification and review of evidence
- Have regular and frequent contact with the NICE project manager throughout the lifetime of the guideline for planning purposes and be able to answer queries at short notice
- Work with the rest of the committee and NICE 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 discussions and decision making at committee meetings
- Participate in the writing of drafts of the guideline, along with the Guideline Lead and Chair
- Provide appropriate clinical advice to NICE staff when responding to stakeholder comments on the draft guideline, along with the Chair and other members of the committee
- Contribute to the development of other related guideline products

Conditions

A committee member who is 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, this includes a license to practice.

Committee members will contribute to the development and validation of the guideline. The successful candidates will be expected to attend committee meetings approximately every 4 to 6 weeks. The committee meetings will be a mixture of one- and two-day events, usually held virtually using online software since the COVID-19 pandemic, although some in-person meetings will be held in London.

Outside of these meetings, the committee member may be required to review and provide feedback on substantial committee documents as well as help to produce consultation documents.

NICE anticipates that the next set of guideline updates will be concluded by the **middle of 2025**, and the development of each guideline update topic will be followed by a period of public consultation and validation.

Reasonable expenses will be covered in accordance with the NICE policy.

PERSON SPECIFICATION

Criteria

1. Ability to contribute to the work of the advisory body

Essential:

- Experience or interest in women's health, maternity and obstetric care or gynaecology
- Experience in healthcare as a practicing healthcare professional, or working in or in association with the wider aspects of healthcare or the healthcare industries
- Active registration with the appropriate professional body (for professional roles)
- A licence to practise (for medical roles)
- An understanding of the social, political, economic and professional influences on NICE

2. Ability to understand and interpret multiple complex data sets

Essential:

- Ability to gather data, analyse, critique and synthesise complex information, as evidenced by relevant experience and/or academic qualifications.

3. Nature of the motivation underpinning the application

Essential:

- Clearly and persuasively stated reasoning for making an application.

4. Equality and diversity

Essential:

- Commitment to eliminating unlawful discrimination, advancing equality and an understanding 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 committees². 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 investigation³ by the General Medical Council (GMC), or following investigation by the GMC has had restrictions placed on their practice or 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 (except in cases where NICE is

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

actively seeking lay member candidates with this experience, for example, prison health topics).

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:
- people who are the subject of a bankruptcy restrictions order or interim order
 - anyone who has been dismissed (except by redundancy) by any NHS or social care 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.

I accept the above conditions for committee membership:

Name: Enter text here

Signature (type your name or add an e-signature): Enter text here

Date: Enter text here