

# **Appointment of members to Guideline Committee for update of Suspected sepsis: recognition, diagnosis and early management**

## **Supporting information for applicants**

**Closing date for applications: Friday 10<sup>th</sup> May 2024**

# Contents

Appointment of members to Guideline Committee for update of Suspected sepsis: recognition, diagnosis and early management .....	1
Supporting information for applicants .....	1
Contents.....	2
About the post .....	3
Introduction .....	3
Role of committee members .....	3
Remuneration.....	5
Members.....	5
Locum costs .....	5
Other expenses .....	5
Time commitment.....	5
Period of appointment .....	7
Topic-specific committee .....	7
Diversity and equality of opportunity.....	7
Equality monitoring.....	8
Why we need this information.....	8
How we use the information .....	8
How to apply .....	8
Selection process.....	9
Timetable .....	10
Additional information.....	10
Conflict of interests.....	11
Standards in public life and code of conduct .....	12
How we manage your personal information .....	12
Useful links.....	13
How to complain.....	13
Appendix A: Role description and person specification.....	14
NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE .....	14
Role: .....	14
Centre.....	14
ROLE DESCRIPTION .....	14
Summary .....	14
Responsibilities.....	14
Conditions.....	15
PERSON SPECIFICATION .....	16
Criteria .....	16
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 .....	18

## About the post

We are seeking the following committee members to work in collaboration with the NICE Guideline Development Team (GDT) project team, the guideline chair and other guideline committee members. The role we need to recruit is as follows:

- An immunologist, haematologist or oncologist with expertise in the care of immunosuppressed people

## Introduction

Thank you for your interest in the role of co-opted member on the Suspected Sepsis: recognition, diagnosis and early management (update) committee.

NICE's core purpose is to help practitioners and commissioners get the best care to patients, fast, while ensuring value for the taxpayer. We do this by:

- producing useful and usable guidance for health and care practitioners
- providing rigorous, independent assessment of complex evidence for new health technologies
- developing recommendations that focus on what matters most and drive innovation into the hands of health and care practitioners
- encouraging the uptake of best practice to improve outcomes for everyone.

You can find out more about our work by observing our committee meetings.

Information on how to register to observe forthcoming committee meetings is available on our [website](#). (Scroll to the bottom of the page and click “scheduled meetings”).

Prospective applicants are welcome to speak to a current NICE chair of a committee to find out more about what is involved in the role. If you wish to do this, please contact the recruitment contact as specified on the advert.

## 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. For more guidance on the time required, see the 'Time commitment' section below.
- 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/half day committee meetings during the guideline development. Our committees have been meeting virtually using

online software since the COVID-19 pandemic. We will review this regularly but, in any event, are unlikely to return to all meetings being face to face in the future.

There are 4 meetings remaining in development. You will be contacted upon successful appointment to be advised which meeting you are needed for:

- Wednesday 5<sup>th</sup> June 2024
- Wednesday 7<sup>th</sup> August 2024
- Tuesday 24<sup>th</sup> and Wednesday 25<sup>th</sup> September 2024
- Thursday 5<sup>th</sup> December 2024

Our committees have been meeting virtually using online software since the COVID-19 pandemic. We will review this regularly but currently anticipate a small number of meetings may be held in person.

In addition to attending committee meetings a variety of other input is required from committee members.

Committee members are required to:

- participate in training in the methods and processes used to develop NICE guidelines.
- read substantial committee documents in advance of each committee meeting. These will be circulated approximately 1 week before the meeting date.

The quantity of committee papers will vary but for some meetings this could take several hours. After the meeting there may also be draft versions of the guideline or other documents to review and comment on.

- assist developer teams by:
  - answering ad-hoc email queries related to the topic of the guideline

- reviewing draft versions of guideline documents and providing detailed comments on the content, ensuring it reflects the committee's recommendations, discussions and views

Committee members will be required to spend time in between meetings to prepare to complete work as described above, please see an example below of the potential time commitment needed:

Type of committee	Average time commitment required between meetings, approx. every 10 weeks  <i>(estimates only and would be maximum time)</i>
Guidelines	6-10 hours

## **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.

Please let us know if you have any requirements or support needs so that we can consider what adjustments can be made to ensure people who possess the skills and experiences required for a role are not put at a substantial disadvantage because of a disability.

We will also consider adjusting our working practices to ensure that committee members can fully contribute to the work of the committee.

## **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 [SepsisUpdate@nice.org.uk](mailto:SepsisUpdate@nice.org.uk). Applications **must** be received by **5pm on Friday 10<sup>th</sup> May 2024**. Late applications will not be considered unless an extension to the closing date has been previously agreed or a senior member of NICE team agrees there are extenuating circumstances.

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.
- We anticipate that by late April the panel will have decided who will be invited for interview for the post of member.
- 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 week commencing 19<sup>th</sup> or 26<sup>th</sup> May 2024 and will take place remotely via Zoom.

## **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<sup>1</sup> 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
- anyone who has been dismissed (except by redundancy) by any NHS or social care body

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<sup>1</sup> 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

- 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 appointees to the roles of National Clinical Director, National Specialty Lead / Speciality Adviser (or equivalent), 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](#)

## **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](mailto:complaints@nice.org.uk).

## **Appendix A: Role description and person specification**

### **NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE**

**Role:** Suspected sepsis update Committee member

**Centre:** Centre for Guidelines

- An immunologist, haematologist or oncologist with expertise in the care of immunosuppressed people

### **ROLE DESCRIPTION**

#### **Summary**

The purpose of this role is to assist the Centre for Guidelines in developing the review protocols and then supporting the development of the Sepsis guideline update by advising on the management of suspected sepsis in an acute mental health setting.

#### **Responsibilities**

- Participate in NICE guideline induction and development training as required.
- Attend all guideline committee meetings.
- Work with the NICE Guideline Updates Team to agree the review questions and parameters which will inform the development of the guideline update.
- Prepare for committee meetings by reading, reviewing and commenting on all relevant papers and communicating by email between meetings.
- Participate in Committee discussions, deliberations and decision making using own specialist knowledge whilst respecting input from non-specialists and lay persons.
- 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.

- 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.
- 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 comment on the draft updated recommendations.
- 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.
- Work with the other members and chair of the Committee and NICE Guideline Updates Team to ensure deadlines and timetables are met.
- Be a champion for the guidelines after publication and undertake activities to promote endorsement of the guideline and implementation if needed.

## **Conditions**

- Appointment will be for the development of the guideline, up to a 3-year period (renewable up to a maximum of 10 years).
- The time commitment will be full/half day committee meetings, plus associated 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 mainly virtually, via video conferencing software. However, some committee meetings may be required in person in Manchester.
- Travel and subsistence will be met as per the NICE policy on travel and subsistence.
- Where overnight accommodation is required, this must be agreed with NICE staff in advance of the meeting.

## **PERSON SPECIFICATION**

### **Criteria**

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

##### **Essential:**

- 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 healthcare industries
- Active registration with the appropriate professional body
- A licence to practise
- 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 committees<sup>2</sup>. 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<sup>3</sup> 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

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<sup>2</sup> 'Committees' includes any formally constituted body involved in developing NICE guidance including advisory bodies, Guideline Development Groups, panels and guidance committees

<sup>3</sup> 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