



Department
of Health



National Joint Registry

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Working for patients, driving forward quality

NHS Management Member of the National Joint Registry Steering Committee (NJRSC)

Information pack for applicants

Closing date: Midday on 27th January 2014

Reference no: EC13-44

NHS
England

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NHS Management Member of National Joint Registry Steering Committee (NJRSC) - EC13-44

Making an application

Thank you for your interest in the appointment of a Member to the NJRSC. The attached Annexes provide details on the role of the Member, the person specification, the role and responsibilities of NJRSC and the selection process.

To make an application please send a CV, supporting letter and completed Monitoring form (attached) to the address below:

appointments.team@dh.gsi.gov.uk quoting the reference in the subject field, or post to: Clare Wilkinson, Department of Health, Room 1N14, Quarry House, Quarry Hill, Leeds, LS2 7UE before midday on 27 January 2014.

In making an application please note the following:

Supporting letter

The supporting letter is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. How you choose to present the information is up to you. However, you should aim to provide specific and detailed examples that demonstrate how your knowledge and experience matches each of the criteria, and which describe what your role was in achieving a specific result. It will also benefit the selection panel if you can be clear which particular evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice.

Please ensure your full name, the role to which you are applying and the corresponding reference number for the post are clearly noted at the top of your letter.

Please limit your letter to two pages, and type or write clearly in black ink.

Declaration of interests and ensuring public confidence

If you have any business or personal interests that might be relevant to the work of NJRSC and which could lead to a real or perceived conflict of interest were you to be appointed, please provide details in your supporting letter. Should you be successful in your application, if there is anything in your professional history, that if brought into the public domain, may cause embarrassment or disrepute to the organisation, please provide further details in your supporting letter. Failure to disclose such information could result in an appointment being terminated – refer to the Eligibility Criteria section in **Annex A**.

CV

Please ensure your CV includes:

- your full name, title, home address, personal contact telephone numbers (land line and mobile) and personal email address
- similar contact details for two referees who will support your application. One referee should be the person to whom you are/were accountable in your

current/most recent appointment or position of employment. Please indicate the nature of the relationship you have with each of your referees

- brief details of your current or most recent post and the dates you occupied these roles. Please identify any past or present Ministerial appointments

Monitoring form

Please complete the monitoring form. Diversity monitoring information will not be seen by the panel assessing your application.

All applications will be acknowledged by email after the closing date.

Indicative timetable

Advert:	December 2013
Closing date:	Midday on 27 th January 2014
Shortlisting complete:	Early/mid February 2014
Interviews held:	Late February/early March 2014

Key facts about the post

Location: meetings are currently held in Euston, London.

Remuneration: there is no remuneration for this post, but expenses are paid in line with NHS England policy.

Time Commitment: up to four meetings per year and any additional sub-committee meetings.

Contacts:

For further information regarding the selection process, please contact:

Clare Wilkinson
Appointments Team
Tel: 0113 254 6267
Email: clare.wilkinson@dh.gsi.gov.uk

For further information regarding the role of the NJRSC and the role of Members please contact:

Elaine Young, NJR Development Lead
Tel: 020 7469 2512

Please quote reference EC13-44 on all correspondence.

If you choose to apply, we would like to thank you in advance for your time and effort in making an application.

Appointment of the NHS Management Member of the National Joint Registry Steering Committee (NJRSC)

Role and responsibilities of the NHS Management Member

As a Member of the National Joint Registry Steering Committee you will:

- engage fully in collective consideration of the issues, taking account of the full range of relevant factors, including any guidance issued by NHS England
- ensure that the Freedom of Information Act is adhered to
- respond appropriately to complaints, if necessary with reference to NHS England
- contribute to the preparation of advice as needed to NHS England
- contribute to discussion in the Steering Committee on dealing with issues of Parliamentary, media and national interest
- attend meetings of the Steering Committee, including any held in public, and (as agreed) sit on its committees, monitoring groups and working groups
- ensure that the Committee does not exceed its powers or functions

The Remit of the Committee

The National Joint Registry Steering Committee's (NJRSC) responsibilities include:

- setting the NJR's work programme and monitoring its progress
- providing advice to Ministers, orthopaedic units, hospitals and implant suppliers where the information shows concerns about the performance of certain prostheses
- setting the cost of the levy, based on the contractual cost of running the Registry and the work programme agreed
- providing an annual report to Ministers on the performance of the NJR and, following Ministerial agreement, to make publicly available
- establishing and monitoring codes of conduct for the contractor dealing with orthopaedic units within NHS trusts and independent health care providers, as well as the orthopaedic implant industry
- facilitating, where appropriate, the use of the NJR data for research purposes

Qualities required for the role of Member – Essential Criteria

To be considered for appointment, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment.

- be a chief executive or Board level director in an NHS Trust, NHS Foundation Trust or NHS equivalent organisation in England, Wales or Northern Ireland that has an orthopaedic unit providing joint replacement surgery
- be able to demonstrate links with your NHS colleagues within your own and other NHS organisations providing joint replacement surgery
- a broad understanding of joint replacement surgery, particularly of the knee and hip, and an ability to keep abreast of developments in the field
- an ability to gain the respect of colleagues and win their commitment to cooperate with the work and aims of the National Joint Registry
- excellent communications skills, including an ability to debate sensitive issues in public with objectivity and a willingness to challenge the views of others while maintaining the Steering Committee's commitment to achieving its objectives through teamwork
- an understanding of the different perspectives and sensitivity of the data collected by the National Joint Registry and its potential uses, as well as the obligations under the Freedom of Information Act
- a commitment to the public service values of accountability, probity and openness

Desirable Criteria

- an understanding of all or any of the relationships between the manufacturing/supply industry, the medical device regulator, NHS procurement, orthopaedic professionals and healthcare providers
- experience of committee membership
- expertise/track record in statistical analysis/survey methods

Remuneration

- there is no remuneration for this post
- you may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as a Member of the NJRSC, in line with travel and subsistence policy and rates for the NJRSC. A copy of the policy and rates can be obtained from NJRSC

Time commitment

Up to four meetings per year, plus any additional sub-committee meetings.

Tenure of office

A Senior Responsible Officer of NHS England will determine the length of the appointment, which will be for up to a maximum of 4 years.

Accountability

The Member is appointed by NHS England's Senior Responsible Officer and will be accountable to the NJRSC Chair for carrying out their duties and for their performance.

Eligibility criteria

There are circumstances in which an individual may not be considered for appointment. They include:

- a) persons who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years
- b) persons who are the subject of a bankruptcy restrictions order or interim order, or a debt relief order or interim debt relief order under Schedule 4ZB to the Insolvency Act 1986
- c) persons who have had an earlier term of appointment with a health service body terminated on the grounds
 - i. that it was not conducive to the interests or good management of the body that the person should continue to hold office
 - ii. that the person failed to attend a meeting of the body on three consecutive occasions
 - iii. that the person failed to declare a pecuniary interest or withdraw from consideration of a matter in respect of which the person had a pecuniary interest
 - iv. of misconduct or failure to carry out the person's duties
- d) anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; or
- e) anyone who has been removed from trusteeship of a charity.

Further advice about disqualification from appointment can be provided by contacting Clare Wilkinson on 0113 254 6267

Conflict of Interests

You should particularly note the requirement for you to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as the NHS Management Member of NJRSC including any business interests and positions of authority outside of the role in NJRSC.

If appointed, you will also be required to declare these interests on appointment which will be entered into a register which is available to the public.

Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct. Whilst the NJRSC is not itself a public body, the successful candidate will be asked to subscribe to the *Code of Conduct for Board Members of Public Bodies*. You can access this document at:

<http://www.bl.uk/aboutus/governance/blboard/Board%20Code%20of%20Practice%202011.pdf>

Diversity and equality of opportunity

The Department of Health and NHS England values and promotes diversity and is committed to equality of opportunity for all.

NJRSC Role and Responsibilities

The National Joint Registry Steering Committee (NJRSC) has a responsibility to ensure:

- that appropriate advice is provided to the Healthcare Quality Improvement Partnership (HQIP) which manages the NJR on behalf of NHS England, on operational and financial matters associated with the NJR
- that effective management and monitoring arrangements apply to the provision of the Lot 3 Communications contract held by HQIP
- the NJR budget is effectively managed/monitored
- that outcomes achieved by brand of prostheses, hospital and surgeon are monitored and where these fall below expected performance are highlighted to enable prompt investigation and follow-up by relevant implant suppliers, regulators, commissioners and providers of orthopaedic care
- that appropriate stakeholders (patients, clinicians, providers and commissioners of healthcare, regulators and implant suppliers) are involved in and consulted on the work of the National Joint Registry as appropriate; and are informed of the outcomes achieved in joint replacement surgery
- that patient awareness of joint replacement outcomes is enhanced to better inform patient choice and patient's quality of experience through engagement with patients, patient organisations and providers of care
- that evidence-based purchasing (quality and cost effectiveness) of joint replacement implants for healthcare providers is supported
- that post-market surveillance of implants by key stakeholders (implant suppliers, the regulator and Beyond Compliance Advisory Group) is supported
- that the codes of conduct applied to NJR Contractor(s) in their relationship with other key stakeholders (orthopaedic units within NHS and independent healthcare organisations and with the orthopaedic implant industry) are monitored
- that the delivery and quality of the work of the National Joint Registry is effectively contract managed by HQIP
- that accurate, relevant and timely data collected by the National Joint Registry is made available to relevant regulators, commissioners and providers of orthopaedic care in an appropriate format in order to support clinical governance and contract management
- that an annual report on the work of the National Joint Registry is published and made available in both the English and Welsh languages (and languages appropriate to countries which may be incorporated into the NJR in the future)
- that appropriate governance and monitoring arrangements are in place to facilitate the use of NJR data to support and enable related research

The NJRSC should adhere to the terms of the Code of Practice for National Joint Registry Steering Committee Members and Member Register of Interests.

The NJRSC also has responsibility to provide NHS England (and devolved administrations as appropriate) with advice on:

- the strategic direction of the National Joint Registry
- the annual work programme for the National Joint Registry
- the performance of prostheses and good surgical practice
- the NJR financial position on an annual basis to ensure that the levy is set appropriately
- international collaboration and work with other national orthopaedic joint registries

Annex C

The selection process

The Appointments Team will deal with your application as quickly as possible and will advise you of the likely timetable at each stage. After the closing date for applications:

- the panel will assess candidate's CVs and supporting letters to determine who they believe best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your CV and letter to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria
- the selection panel will be chaired by the Chair of NJRSC and will also comprise the National Development Lead-NJR at HQIP and an Independent Panel Member
- your application may be "long-listed", subject to the volume of applications received, before it is passed to the shortlisting panel for consideration. You should be aware that in this situation, your application might not be considered in full by all of the panel.
- we anticipate that by late February/early March the panel will have decided who will be invited for interview
- the panel will select for interview only the strongest applicants who they feel have demonstrated that they best meet the criteria set out in the person specification. If there is a strong field of candidates the panel may also look at who in addition meets any desirable criteria for the role in order to differentiate between those who would otherwise be of similar merit
- if you are invited to interview and if the interview date is not already provided in this information pack, we will aim to provide you with as much notice as we can of the interview date. If you are unable to attend on the set date then an alternative date can only be offered at the discretion of the panel
- the Appointments Team will write to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in a central London location
- if invited to interview, the panel will question you about your skills and experience and ask specific questions to assess whether you meet the criteria set out for the post
- candidates who the panel believe are 'appointable', will be recommended to the NHS England Senior Responsible Officer who will make the final decision. NHS England's Senior Responsible Officer may choose to meet with appointable candidates before making a decision. If he/she does, they will meet all candidates and in the presence of the panel chair or their nominated representative. The time taken between interview and a final appointment decision being made can take some time. Candidates who have been interviewed will be kept informed of progress

- if you are successful, you will receive a letter from NHS England's Senior Responsible Officer appointing you as the NHS Management Member of NJRSC, and which will confirm the terms on which the appointment is offered
- if you are unsuccessful at interview, you will be notified by the Appointments Team. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide the details of who you may approach for feedback on your interview and application, if you so wish
- for further information on how we will manage the personal information that you have provided to us through your application, see **Annex D**

Queries

For queries about your application, please contact Clare Wilkinson on 0113 254 6267.

If you are not completely satisfied

DH will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact Permjeet Butler in the Department of Health by emailing permjeet.butler@dh.gsi.gov.uk

How we will manage your personal information

Your personal information will be held in accordance with the Data Protection Act 1998. You will not receive unsolicited paper or electronic mail as a result of sending DH any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

- only ask for what we need, and not collect too much or irrelevant information
- ensure you know why we need it
- protect it and insofar as is possible, make sure nobody has access to it who shouldn't
- ensure you know what choice you have about giving us information
- make sure we don't keep it longer than necessary
- only use your information for the purposes you have authorised

We ask that you:

- provide us with accurate information
- inform us as soon as possible of any changes or if you notice mistakes in the information we hold about you

If you apply for a post, we will share some of the information you provide with the members of the selection panel for the post to which you are applying, so that your CV and supporting letter can be assessed.

The diversity monitoring information you provide will not be used in the selection process and will therefore not be shared with the selection panel assessing your application at any stage.