

# **Appointment of members to Regional Medicines Optimisation Committees**

## **Supporting information for applicants**

**Closing date for applications:**

**05 May 2017 at 5pm**

## Contents

Contents.....	2
Introduction .....	3
Role of committee members .....	4
<b>Members</b> .....	4
Reimbursing out of pocket expense and involvement payments .....	4
Time commitment.....	4
Period of appointment .....	4
Diversity and equality of opportunity.....	5
How to apply .....	5
Timetable .....	6
Conflict of interests.....	6
Standards in public life and code of conduct.....	7
How we manage your personal information .....	7
How to complain.....	7
Appendix A: Role description and person specification.....	8
Appendix B: The Committee on Standards in Public Life: the seven principles of public life .....	10

## **Introduction**

Thank you for your interest in becoming a member of one of the Regional Medicines Optimisation Committees (RMOCs)

The four RMOCs - in London, the South, the North, and in the Midlands and East of England - will operate as a single, strategic medicines optimisation system for England. The purpose of the RMOC system is to:

- provide a credible source of consistent and reliable advice on medicines optimisation activities, making pragmatic recommendations for use by local decision-makers;
- promote awareness and support implementation of national policies and initiatives relating to medicines (e.g. NHS Right Care, NHS Improvement's Hospital Pharmacy Transformation programme, CQUINs);
- provide and disseminate resources to support and accelerate the uptake of advice and implementation of medicines optimisation activities;
- monitor the implementation of advice and guidance across the four regions of England;
- identify challenges and emerging issues related to medicines that would benefit from a co-ordinated, system-wide approach;
- consider the implications of new ways of working and technological innovations;
- undertake a collaborative horizon-scanning role to identify potential topics for consideration by liaising and collaborating with existing national and regional bodies and organisations including NICE and the Specialist Pharmacy Service; and,
- improve productivity and efficiency by reducing the unnecessary duplication of medicines optimisation activities at local level.

### **Role of committee members:**

Members are expected to use their personal experience and judgement for the topics considered by the RMOCs. Representatives are to reflect the role and capacity in which they are appointed rather than to represent the geographical population in which they practice.

Committee members are appointed to a committee because of their relevant experience. Committee members are not appointed to act as representatives of a particular organisation. If members belong to stakeholder organisations, RMOCS and the committee assume that they bring this perspective to the group, and are not representing their organisation.

### ***Members***

The position of committee member is unpaid. NHS England policy states expenses should be met by members host NHS organisations. Non NHS organisations will be dealt with on a case by case basis but we would not cover for example expenses for industry

### **Reimbursing out of pocket expenses and involvement payments**

Out of pocket expenses and involvement payments will be agreed in line with NHS England policy

Please refer to NHS England's [PPV policy](#)

### **Time commitment**

Committee members are expected to attend 3 committee meetings a year. In addition, committee members will have to spend time reading substantial committee documents and helping to produce recommendation documents.

### **Period of appointment**

Membership will be for a one year period until the RMOCs are established 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.

### **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 criteria specification for the post.

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.

## How to apply

The following documents must be submitted for your application:

Applications for non-lay members:

- 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.

Send applications to [england.rmoc1@nhs.net](mailto:england.rmoc1@nhs.net) Applications **must** be received by **5pm on 05 May 2017**. We will not consider applications arriving after this date.

Your application will be acknowledged by email (or another way, if requested).

After the closing date for applications:

- A virtual panel will assess candidates' CVs and supporting letters to decide who best meet the criteria for the role. 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.
- Where application numbers for any specific profession/role exceed the proposed membership outlined above or where a clear judgement cannot be made from the application form review process alone, an interview will be held. The interview process will be overseen by the appropriate Regional Medical Director as Chair.
- We anticipate that by mid May 2017 the panel will have decided who will be selected for the post of member/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 NHS England to confirm the terms on which an appointment is offered.
- NHS England will notify you if you are unsuccessful.

## **Timetable**

All initial RMOC recruitment is expected to be completed by mid-May 2017.

## **Conflict of interests**

RMOCs are expected to achieve and maintain high standards of fairness in the way they conduct their 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 recommendations for RMOCs 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.

Further information is available on NHS England's Policy on Conflicts of Interest can be found at <https://www.england.nhs.uk/wp-content/uploads/2017/02/guidance-managing-conflicts-of-interest-nhs.pdf>

## **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 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**

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
- it will not be given to third parties
- 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.

## **How to complain**

If you have a complaint about our recruitment process you may submit this to:

**Appendix A - APPLICANT INFORMATION [to be completed for non-lay member positions]**

<b>Full name</b>	
<b>Address</b>	
<b>Contact phone number</b>	
<b>Email address</b>	
<b>Position applying for</b>	

**Please ensure you include the following with your application:**

- cover letter explaining how you meet the criteria in the person specification and your motivation for applying for the role (maximum 2 pages)
- brief CV

*Please read the list of responsibilities needed for the post and any specific requirements before preparing and submitting your supporting documentation. Your application should include evidence that you have as many as possible of the qualities required.*

## RMOC Lay-Member Person Specifications

Criteria	Essential
Extent and nature of committee experience	<ul style="list-style-type: none"> <li>• An understanding of the social, political, economic and professional influences on RMOCS.</li> <li>• Experience of expert committee work in a relevant setting.</li> </ul>
Ability to contribute to the work of the RMOC	<ul style="list-style-type: none"> <li>• Experience in health: a practicing health care professional or commissioner</li> </ul>
Excellent oral and written communication skills, communicating confidently and generating trust and confidence in individuals at all levels both within and outside the organisation and across multidisciplinary teams	<ul style="list-style-type: none"> <li>• Experience of developing effective relationships with a range of stakeholders and working in partnership with senior professionals at a national level in a healthcare setting.</li> <li>• Experience of communicating with a range of audiences at all levels.</li> </ul>
Ability to exercise judgement across a wide range of issues	<ul style="list-style-type: none"> <li>• Discretion in handling politically sensitive and confidential information.</li> </ul>
Nature of the motivation underpinning the application	<ul style="list-style-type: none"> <li>• Clearly and persuasively stated reasoning for making an application.</li> </ul>
Equality and diversity	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

## **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.