



Department  
of Health



National Joint Registry

[www.njrcentre.org.uk](http://www.njrcentre.org.uk)

Working for patients, driving forward quality

## **Medical Director of the National Joint Registry Steering Committee (NJRSC)**

### **Information pack for applicants**

**Closing date: Midday on 25 September 2013**

**Reference no: EC13-34**

**NHS**  
**England**

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## **Medical Director of the National Joint Registry Steering Committee (NJRSC)**

### **Overview**

#### **The role**

You will use your experience and knowledge as an orthopaedic surgeon to assist the NJR with its overall aim of improving the quality of outcomes of joint replacement surgery.

This role will include you as a member and Vice Chair of the NJRSC, and you will therefore be actively involved in the strategic direction of the NJR.

We seek an imaginative and innovative individual who can operate effectively, with advanced skills and competence for this challenging role.

You will be an experienced and practising orthopaedic surgeon with a good range of leadership, communication, management and strategic skills.

For further information on the role of the Medical Director, see **Annex A**.

#### **The NJRSC**

The NJRSC was established in October 2002, to oversee the work of the National Joint Registry (NJR).

The National Joint Registry (NJR) for England, Wales and Northern Ireland collects information on joint replacement surgery and monitors the performance of joint replacement implants. It was set up in 2002 by the Department of Health and Welsh Government, and Northern Ireland joined in 2013.

The NJR currently collects data on all hip, knee, ankle, elbow and shoulder joint replacements across the NHS and independent healthcare sector.

A wide range of implants can be used in the joint replacement operations that are carried out across England, Wales and Northern Ireland. The registry helps to monitor the performance of these implants and the effectiveness of different types of surgery, improving clinical standards and benefiting patients, clinicians and the orthopaedic industry. In 2008, the management of the NJR was transferred from the Department of Health to the Healthcare Quality Improvement Partnership (HQIP).

Membership of the NJRSC includes representatives of orthopaedic surgery; epidemiology/public health; practitioners with a specialist interest in orthopaedics; patients; NHS management and independent health sector and implant manufacturers.

For further information on the role of the NJRSC, see **Annex B**.

For further information about the NJR, visit [www.njrcentre.org.uk](http://www.njrcentre.org.uk)

**Indicative timetable**

Advert:	September 2013
Closing date:	Midday on 25 September 2013
Shortlisting complete:	October 2013
Interviews held:	October 2013

**Location of post**

Meetings are currently held in Euston, London.

**Key contacts:**

For information regarding the selection process, please contact:

Holly Wainwright  
Appointments Team  
Department of Health  
Quarry House  
Quarry Hill  
Leeds  
LS2 7UE  
Tel: 0113 254 6135  
Email: holly.wainwright@dh.gsi.gov.uk

For information regarding the role of the NJRSC and its Medical Director please contact:

Elaine Young, NJR Development Lead  
Tel: 020 7469 2512

**Please quote reference EC13-34 on all correspondence.**

For further details on how to make an application, please see **Annex C**.

## **Appointment of the Medical Director**

### **Role and responsibilities of the Medical Director**

This is a new post created to support the NJR in its aims and objectives by ensuring the clinical appropriateness of its programme of work and methods of working:

- to act as Vice Chairman of the NJR Steering Committee
- to provide advice on medical issues to the NJR Steering Committee, and National Development lead-NJR, ensuring that the NJR has appropriate structures and processes to access medical opinions and advice, both internally and from relevant professional bodies
- to establish and Chair the NJR Medical Advisory Committee to support the NJRSC
- to act as the representative of the NJRSC surgeons on the NJR Executive Committee
- to be involved with NJR activity related to Surgeon Outliers (potentially as Chair of the sub-committee)
- promotion of the NJR and relevant activity in medical settings, nationally and locally
- in support of the NJRSC and HQIP, participate in developing the NJR's strategic aims and objectives, taking into consideration the views of the NJRSC and those of the wider clinical community and the national healthcare agenda
- to engage and promote co-operation and collaboration with the professional clinical organisations and societies, with a view to developing strategic partnerships and alliances to improve the work of the NJR
- working with the NJRSC and HQIP to ensure the profile of the NJR is raised and its interests well secured
- to clinically support the work programme with particular emphasis on the use of NJR data to improve quality of patient care
- to provide leadership and support to other clinicians involved in the NJR's work programme.

### **Qualities required for the role of Medical Director**

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

### **Qualifications (essential unless stated)**

- Qualified Orthopaedic surgeon (currently active)
- Fellowship of the Royal College of Surgeons

- Unblemished record with the General Medical Council
- Evidence of continued professional development relevant to this post
- Management or quality improvement qualification (desirable)

### **Experience and skills**

- Currently active Orthopaedic consultant, with at least five years in a consultant post
- medical management
- broad understanding of the NHS
- good understanding of clinical audit, and registries and quality improvement
- successful initiation and facilitation of multi-professional strategic partnership working and alliances
- understanding of change management processes to improve clinical care
- experience of drafting reports and papers
- experience of dealing with the media would be an advantage (as required)
- experience of chairing clinical and multi-disciplinary meetings.

### **Remuneration**

- The remuneration will equate to the time commitment of two days per week
- you may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as the Medical Director of the NJRSC in line with travel and subsistence policy and rates. A copy of the policy and rates can be obtained from NHS England
- note: Impact of appointment on people in receipt of benefits. Your appointment may have an effect on your entitlement to benefits. If you are in receipt of benefits you should seek advice from the Department of Work and Pensions

### **Time commitment**

Two days per week.

## **Tenure of office**

The NHS England Senior Responsible Officer determines the length of appointments, which will be for up to a maximum of 3 years.

## **Accountability**

These posts are appointed by NHS England's Senior Responsible Officer and will be accountable to the 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:

- people who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years
- people who are the subject of a bankruptcy restrictions order or interim order
- anyone who has been dismissed by a public body within the past five years, other than by reason of redundancy
- in certain circumstances, 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

Further advice about disqualification for appointment can be provided by contacting Holly Wainwright on 0113 254 6135

## **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 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.

Please specify if you are a civil servant, employed by one of the Department's Executive Agencies. This may be following structural changes as part of the recent health and care reforms. Although we do not wish to prevent employees of the Department's Executive Agencies applying for posts, we need to be aware of any potential conflicts of interest.

## **Standards in public life**

You will be expected to demonstrate a commitment to and an understanding of the value and importance of the seven principles of public life. All successful candidates

will be asked to subscribe to the Code of Practice for Scientific Advisory Committees (CoPSAC); you can access this document at:

**<http://www.bis.gov.uk/assets/goscience/docs/c/11-1382-code-of-practice-scientific-advisory-committees.pdf>**

### **Diversity and equality of opportunity**

NHS England and the Department of Health 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
- 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

## Making an application

### Overview

The appointment of the Medical Director of the NJRSC is an NHS England's Senior Responsible Officer appointment. The Department of Health (DH) will manage the recruitment process in a way that is open and fair to all applicants and the appointment will be made on merit.

The interview panel will make recommendations to the NHS England Senior Responsible Officer on candidates they believe are 'appointable'. Taking into account feedback from the panel, the NHS England Senior Responsible Officer will make the final decision on who he believes best meets the criteria for the role and will make the appointments.

### How to apply

All applicants are required to complete an application form. This is available online by visiting the Department of Health website:  
<https://www.gov.uk/government/organisations/department-of-health> and searching for the vacancy EC13-34.

Alternative formats such as braille, large print and tape versions of this information pack and the application forms are available from:

#### Holly Wainwright

Tel: 0113 254 6135

Email: [holly.wainwright@dh.gsi.gov.uk](mailto:holly.wainwright@dh.gsi.gov.uk)

If you wish to submit a paper copy of your application, or one in an alternative format, please send to:

Holly Wainwright  
Appointments Team (Room 1N14)  
Department of Health  
Quarry House  
Quarry Hill  
LEEDS  
LS2 7UE

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

The Appointments Team must receive your completed application form **before midday on 25 September 2013**.

## **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 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 applying, so that your application form and CV can be assessed.

Panel members are identified in the section below on "How we will handle your application". The '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 this stage.

## How we will handle your Application

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:

- your application and CV will be assessed to see whether you meet the qualities required for the role. We will rely on only the information you provide on your application form and CV 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 Laurel Powers-Freeling, Chair, NJRSC and will also comprise Danny Keenan, HQIP Medical Director and Peter Kay, National Director MS service, NHS England
- if you are invited to interview but are unable to attend on the set date then an alternative date can only be offered at the discretion of the panel
- 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 early October the panel will have decided who will be invited for interview
- the panel will select the people who have demonstrated that they best meet the essential criteria;
- 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 experience and expertise 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. The NHS England Senior Responsible Officer may choose to meet with appointable candidates before making a decision. If they do, they will meet all candidates and in the presence of the panel chair or their nominated representative
- if you are successful, you will receive a letter from the NHS England Senior Responsible Officer appointing you as the Medical Director of the NJRSC
- if you are unsuccessful, you will be notified by the Appointments Team. The letter will provide the details of who you may approach for feedback on your application

## **Queries**

For queries about your application, please contact Holly Wainwright **on 0113 254 6135**.

### **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 Jacky Cooper in the Department of Health by emailing [jacky.cooper@dh.gsi.gov.uk](mailto:jacky.cooper@dh.gsi.gov.uk)