Chair of the Advisory Committee on Antimicrobial Prescribing, Resistance and Healthcare Associated Infection (APRHAI)

Information pack for applicants

Closing date: Midday on 10 January 2019
Reference no: VAC-1621

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SECTION 1 – The Role

1.1 Role and Responsibilities of the Chair of the Advisory Committee on Antimicrobial Prescribing, Resistance and Healthcare Associated Infections (APRHAI)

Introduction

The Department of Health and Social Care is seeking to make a Chair appointment to the board of the Advisory Committee on Antimicrobial Prescribing, Resistance and Healthcare Associated Infections (APRHAI).

Role and Responsibilities of the Chair

As the Chair of APRHAI, you will lead and coordinate the Committee’s work to advise Government on:

- Current and emerging problems/trends in healthcare associated infection, antimicrobial resistance and prescribing so that these may be addressed in a timely fashion.
- Surveillance needs and priorities in key areas of healthcare associated infection and antimicrobial resistance and prescribing in the UK and as part of wider international networks.
- Long-term measures necessary to minimise the incidence of healthcare associated infection, antimicrobial resistance and infections associated with antimicrobial use.

Specific responsibilities include:

- To develop, supported by Secretariat and in coordination with DHSC, the annual workplan of APRHAI
- To provide guidance, support and feedback to members’ and to APRHAI subgroups’ work as required
- To keep abreast of current and emerging issues with relation to AMR and their impact at a national and international level
- To review and approve all papers submitted by Committee members and subgroups as required
- To conduct Committee members’ appraisals
- To utilise communication and influencing skills to effectively network and maintain excellent working relationships with stakeholders
- To ensure the Committee’s role as an impartial and independent body, with a clear understanding of boundaries around remit.
Qualities required for the role of APRHAI Chair

Essential Criteria

- A clear grasp of relevant issues at a national and global level and their strategic (political, social and economic) implications
- Experience of committee work at a national level
- A sound understanding of the science related to antimicrobial resistance, optimal antimicrobial prescribing and healthcare associated infection issues to enable him/her to handle discussions across the committees’ full range of work
- A major proven clinical and research track record which demonstrates national and international leadership
- Strong commitment to improving the quality and safety of healthcare, and to the public service values of accountability, probity and openness
- Experience of delivering work programmes to strict deadlines, ability to rapidly respond to emerging health threats and provide balanced advice to the Government at a Senior Level
- Strong interpersonal skills, with the ability to chair meetings effectively in order to facilitate wide and rigorous discussion amongst members without losing sight of the overall purpose of the debate
- The ability to get to grips with and summarise complex issues quickly, allied to sound judgement
- The ability to ensure committee advice is soundly-based and practical
- The ability to ensure smooth operation of the committee including appraisal of members

Desirable criteria

- Knowledge of government and its operation and infrastructure
- Relevant international committee experience.

Remuneration

- There is no remuneration for this role
- You may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as the Chair of the APRHAI, in line with travel and subsistence policy and rates for the APRHAI. A copy of the policy and rates can be obtained from APRHAI.
Time commitment

Up to 8 days per year

Location

London

Tenure of office

The Department of Health and Social Care senior responsible officer determines the length of the appointment, will be up to 3 years.

Accountability

This Chair is appointed by the Secretary of State and is accountable to the Secretary of State via a senior Departmental official for carrying out their duties and for their performance.

For further information regarding the role of the APRHAI and the role of the chair please contact:

Tel: Viviana Finistrella
Email: Viviana.Finistrella@phe.gov.uk
1.2 APRHAI role and responsibilities

APRHAI provides practical and scientific advice to the government on minimising the risk of healthcare associated infections and antimicrobial resistance

The APRHAI terms of reference are to:

- provide practical and scientific advice to government on strategies to:
  - minimise the incidence of healthcare associated infections (HCAI)
  - monitor antimicrobial resistance (AMR) and reduce its development and spread
  - maintain the effectiveness of antimicrobial use (AMU) and optimise antimicrobial prescribing (AMP) in the treatment and prevention of microbial infections
- take into account the relevant work of other expert groups, in the human and veterinary fields when making its recommendations.
- help guide government’s scientific priorities and work, including horizon-scanning and long-range planning as well as dealing with immediate risks and opportunities
- review and evaluate the effectiveness of the on-going work of the committee
- provide scientific advice to the sponsor Department to support delivery of the UK AMR Strategy 2013-2018, including keeping it appraised of international scientific developments in healthcare associated infections, antimicrobial resistance and antimicrobial prescribing and usage.
- identify any gaps in the evidence base, such as those requiring further research or surveillance
- make its findings and recommendations available to Government, and the public in a way which aims to be comprehensive, understandable and timely
- operate in line with the government’s principles for scientific advice and the code of practice for scientific advisory committees, including making the work of the committee open, transparent and accessible as well as strengthening public and patient engagement

Current APRHAI Priorities

APRHAI continues to work in support of the UK Antimicrobial Resistance Strategy with priorities being:

1) reduction in inappropriate prescribing,
2) reduction of bloodstream infections caused by Gram-negative organisms,
3) the issues arising from these two aims,
4) monitoring and improving clinical outcomes of patients with multidrug-resistant infections
5) the role of diagnostic testing in supporting the ambitions in the next UK AMR strategy.
6) APRHAI also supports further work to inform a risk based approach to combating AMR in the next National Action Plan (2019-2024)
The main APRHAI meetings take place 3 times a year, in March, June and September. The 2019 calendar has not been finalised yet, but prospective dates are Friday 29th March, Friday 21st June and Friday, 20th September 2019.

APRHAI Code of Practice:


Current APRHAI Chair’s quote

“Being Chair of APRHAI is a challenging, but very rewarding position, providing an excellent overview of the science and policy initiatives to combat AMR locally and internationally. The post has both reactive and proactive components, ensuring that the Chair is involved in many of the key decision making processes in a rapidly evolving field. There is the opportunity to interact and learn from the key experts in antimicrobial prescribing, resistance and healthcare associated infection, and the whole committee process is excellent CPD”

Mike Sharland
Section 2: How to Apply

2.1 Making an application

Thank you for your interest in the appointment of the Chair to the APRHAI.

To make an application please email your CV, a supporting letter and completed monitoring forms to:

appointments.team@dhsc.gov.uk – please quote ref: VAC-1621 in the subject field.

If you are unable to apply by email you may send your application by post to:

Daniel Clemence, Department of Health and Social Care, Room 1N09, Quarry House, Quarry Hill, Leeds, LS2 7UE

Applications must be received by **midday on Thursday 10 January 2019**

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. It will benefit the Advisory Assessment 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 write all acronyms in full first.

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.

Conflicts of interest

If you have any business or personal interests that might be relevant to the work of APRHAI, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your Supporting letter.

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

Standards in public life and ensuring public confidence

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of the public and Government. If there are any issues in your personal or professional history (including any convictions or bankruptcy) that could, if you were appointed, be misconstrued, cause embarrassment to Ministers or APRHAI or cause public
confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Assessment Panel and provide details of the issue/s in your Supporting letter. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

The panel may explore any issues you declare with you before they make a recommendation on the appointment.

Failure to disclose such information could result in an appointment being terminated, as those who hold public appointments are expected to demonstrate the highest standards of corporate and personal conduct, and are required to subscribe to the *Code of Conduct for Board Members of Public Bodies*, as part of agreeing to the terms and conditions of appointment. You can access this document at: https://www.gov.uk/government/publications/board-members-of-public-bodies-code-of-conduct

There are also circumstances in which individuals may not be considered for appointment, due to them not meeting certain eligibility criteria for appointment. For further information, please refer to Section 2.3: Disqualification from Appointment.

**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 relationship of each referee to you. References will be requested for short-listed candidates prior to interview

- Brief details of your current or most recent post and the dates you occupied this role. Please identify any past or present Ministerial appointments.

**Monitoring form**

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

**Guaranteed Interview Scheme**

The Department of Health and Social Care operates a Guaranteed Interview Scheme (GIS) for disabled people. The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment and the impairment has a
substantial and long term adverse effect on their ability to carry out normal day
to day activities. Under the GIS a disabled candidate will be selected for
interview if they meet the essential criteria for the post.

If you wish to apply under the GIS please complete the GIS form and return it
with your application.

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

Contacts:

For further information regarding the selection process, please contact:

Daniel Clemence
Appointments Team
Tel: 0113 2545071
Email: Daniel.Clemence@dhsc.gov.uk

For further information regarding the role of the APRHAI and the role of the chair
please contact:

Tel:  Viviana Finistrella
Email:  Viviana.Finistrella@phe.gov.uk

Please quote reference VAC-1621 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.
2.2 The Selection Process

Timetable:

- Closing date: Midday on 10 January 2019
- Shortlisting complete: 21 January 2019
- Interviews held: 13 February 2019

The selection panel will be:

- Professor Jonathan Van Tam, Deputy Chief Medical Officer, Department of Health and Social Care
- Tracey Parker, Head of AMR, HCAI and Sepsis policy, Department of Health and Social Care
- Dr Susan Hopkins, Deputy Director HCAI & AMR Division, National Infection

After the closing date for applications:

- The Department of Health and Social Care may commission a pre-assessment of candidate applications which would then be provided to the Panel for consideration and to inform the shortlisting process. By submitting an application, you are agreeing to your application being shared with another party for the purpose of pre-assessment. The pre-assessor and the panel are reliant on the information you provide in your CV and supporting 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. It is the responsibility of the panel to determine who it believes best meet the criteria for the role, and who will be invited to interview.

- Interviews will be held 13 February 2019.

- The Advisory Assessment Panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. However, if you have applied under the GIS and you meet all of the essential criteria, then you will also be invited for interview.

- If you are invited to interview and if you are unable to attend on the set date then an alternative date can only be offered at the discretion of the Advisory Assessment Panel.

- The Appointments Team will email 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 Advisory Assessment Panel may invite you to make a brief presentation at the start of the interview and will go on to
question you about your skills and experience, including asking specific questions to assess whether you meet the criteria set out for the post

- The Advisory Assessment Panel will also explore with candidates any potential conflicts of interest or any other issues arising from candidate’s personal and professional history which may impact on an appointment decision (see section 2.1 for further details).

- Candidates who the panel believe are ‘appointable’, will be recommended to the Senior Responsible Officer who will make the final decision. the Senior Responsible Officer may choose to meet with shortlisted candidates, before or after interview, before making a decision. Candidates should therefore be prepared for a short time gap between interview and a final appointment decision being made. Candidates who have been interviewed will be kept informed of progress.

- If you are successful, you will receive a letter from the Senior Responsible Officer appointing you as the Chair of the APRHAI, 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 Section 2.4

Queries

For queries about your application, please contact Daniel Clemence on 0113 2545335.

Standards in public life

You will be expected to demonstrate a commitment to and an understanding of the value and importance of the key 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:


Diversity and equality of opportunity

The Department of Health and Social Care values and promotes diversity and encourage applications from all sections of the community.

Governance Code on Public Appointments

If you are not completely satisfied

The Department of Health and Social Care 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 Lucy Wall in the Department of Health and Social Care by emailing Lucy.Wall@dhsc.gov.uk
2.3 Eligibility Criteria

The Chair is appointed by the Departmental Senior Responsible Officer and is accountable to them 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/ the eligibility criteria can be provided by contacting Daniel Clemence on 0113 254 5335.
2.4 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 the Department of Health and Social Care 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 information you provide will not be used in the selection process and will therefore not be shared with the Advisory Assessment Panel assessing your application at any stage.