



Department
of Health &
Social Care

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

Information pack for applicants

Closing date: Midday on 11 March 2019

Reference no: VAC-1629



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SECTION 1 – The Role

1.1 Role and Responsibilities of a Member 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 five, member appointments to the board of the Advisory Committee on Antimicrobial Prescribing, Resistance and Healthcare Associated Infections (APRHAI).

Role and Responsibilities of the a Member

Preparing for and attending meetings, including short-lived task and finish sub-groups

- being prepared, as requested by the Chair and Secretariat, to provide expert advice and participate in sub-groups and relevant issues outside of formal meetings
- engaging fully in collective consideration of the issues, taking account of the full range of relevant factors, including any guidance issued by the sponsor department or the responsible Minister
- providing expert advice on infectious disease and antimicrobial resistance in the context of the current clinical setting
- agreeing minutes of APRHAI meetings and reports of APRHAI activities for publication
- operating within the committee's remit.

Qualities required for the role of APRHAI member:

Lay members

APRHAI are looking for a lay member who has an interest in social care/ community healthcare and understanding of the experiences, needs and issues important to patients, carers and the wider public.

Essential criteria:

We would welcome an application from you if you have:

- An interest in social care/ community healthcare.
- An understanding of the experiences, needs and issues important to patients, carers and the wider public.

- Demonstrable experience of articulating patient, carer or public experiences and perspectives in the discussions of a multi-disciplinary committee.
- Experience of getting to grips with technically demanding subject areas and translating this to improve accessibility to wider audiences.
- Good communication and team working skills.

As a lay member, you should **not** have a health professional background but the ability to work with a wide range of other health professionals on the committee. Lay members should adhere to the APRHAI code of practice.

Desirable criteria:

- Ability to use email and the internet.

Specialist (scientific) members:

APRHAI are seeking candidates with up-to-date experience at a **senior level** with a record of achievement at national and/or international level in one or more of the following fields:

- Infection Prevention and Control (Lead Nurse) - with practical experience of MDR (Multidrug resistance), CRO (Carbapenem resistant organisms) and Gram-negative infection (x2)
- Clinical Infectious Diseases with experience/ interest in the management of MDR/CRO infection
- Hospital Pharmacist, with experience/ interest in optimal antibiotic prescribing

Candidates should have demonstrable knowledge of antimicrobial resistance, healthcare-associated infections and infection prevention and control; together with practical experience of implementing of interventions to improve the quality and safety of healthcare and clinical expertise within the field of infectious diseases. Candidates should have an outstanding record of achievement and personal credibility within their field, appropriate to the remit of the committee at a national level.

Essential criteria (all members)

- An interest in antimicrobial resistance and stewardship and healthcare associated infection along with a strong commitment to improving the quality and safety of healthcare
- Commitment to the provision of high quality scientific advice
- The ability to guide the strategic direction of the work of APRHAI, a commitment to working corporately and experience at working at Board level or equivalent
- Sound judgement and ability to consider issues from an impartial and balanced viewpoint

- The ability to work as an individual and as part of a team, with a positive and constructive style and good communication skill.

Remuneration

- There is no remuneration for these roles
- 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 APRHAI, in line with travel and subsistence policy and rates for the APRHAI. A copy of the policy and rates can be obtained from the 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

Members are appointed by the Departmental Senior Responsible Officer and are accountable to the Senior Responsible Officer via the Chair for carrying out their duties and for their performance.

For further information regarding the role of the APRHAI and the role of a **Member** 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:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/142607/ARHAI-CoP.pdf

Section 2: How to Apply

2.1 Making an application

Thank you for your interest in the appointment of a Member to the APHRAI.

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-1629 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 Monday 11 March 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 a **Member** please contact:

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

Please quote reference VAC-1629 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 11 March 2019
- Shortlisting complete: March 2019
- Interviews held: April 2019

The selection panel will be:

- Professor Jonathan Van Tam, Deputy Chief Medical Officer, Department of Health and Social Care
- Dr Susan Hopkins, Deputy Director HCAI & AMR Division, National Infection as a Panel Member Independent of APRHAI.
- Ann Gill – Independent Panel Member

After the closing date for applications: 11 March 2019

- 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.
- 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 a Member of the APHRAI, 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:

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

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

The Governance Code on Public Appointments, published by the Cabinet Office, sets out the principles that should underpin all public appointments. The

Governance Code can be found at
<https://www.gov.uk/government/publications/governance-code-for-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

Members are appointed by the Departmental Senior Responsible Officer via the Chair for carrying out their duties and for their performance.

In order to retain the scientific independence of APRHAI, this criterion must be met by someone who is not employed or representing the interests of Public Health England, Health Protection Scotland, Public Health Wales and Health and Social Care in Northern Ireland.

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.