



Department
of Health



National Joint Registry

www.njrcentre.org.uk

Working for patients, driving forward quality

4 Members of the National Joint Registry Steering Committee

Information pack for applicants

Closing date: Midday on 7 August 2013

Reference no: EC13-27

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Members of National Joint Registry Steering Committee (NJRSC)

Overview

The role

Applicants will have expertise in one of the following fields:

- Epidemiology/Public Health Specialist – 1 member
- Orthopaedic Surgeon Specialist – 1 member
- Implant Manufacturing and Supplier Industry Specialists – 2 members

For further information on the role of the Members, 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

Indicative timetable

Advert:	19 July 2013
Closing date:	Midday on 7 th August
Shortlisting complete:	w/c 5 or 12 August (tbc)
Interviews held:	w/c 2 or 9 September (tbc)

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 Members please contact:

Elaine Young, NJR Development Lead
Tel: 020 7469 2512

Please quote reference EC13-27 on all correspondence.

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

Appointment of the Members

Role and Responsibilities of Members

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 and 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.

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.

Essential criteria – all member posts

You must have:

- 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

Essential criteria – Orthopaedic Surgeon

You must:

- currently or recently have been practising as surgeon with experience of joint replacement surgery in an NHS or independent sector clinical setting in England and/or Wales and/or Northern Ireland
- be aware of the views of the profession and be a member of the British Orthopaedic Association and may be a member of British Association of Surgery of the Knee and/or British Hip Society

Essential criteria – Epidemiology/Public Health

You must:

- be engaged in or have carried out research in the field of joint replacement surgery, with experience and skills in study design of large and complicated dataset; or have used such research evidence to inform decisions as a public health specialist
- have a track record of publications in epidemiology that demonstrate the high quality of your research and national recognition; or have a track record of good use of appropriate research evidence to inform your work as a public health specialist

Essential criteria – Implant Manufacturing and Supplier Industry

You must:

- hold a senior management position within the orthopaedic device industry with an organisation that supplies joint prostheses for joint replacement surgery in England, Wales and/or Northern Ireland and is currently listed on the Memorandum of Understanding between the Department of Health, National Assembly for Wales, Health and Social Care Board Northern Ireland, Independent Healthcare Advisory Service, and the Association of British Health-Care Industries (ABHI)

- have a detailed knowledge of the clinical and regulatory aspects of implants used in joint replacement surgery

Desirable criteria – all member posts

You might also have:

- 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

Desirable criteria – Orthopaedic Surgeon

You might also have:

- previous experience of outcome measurement following hip and knee replacement surgery and have contributed to scientific literature on joint replacement

Remuneration

- There is no remuneration for these posts
- 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. 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

Up to 4 meetings per year (held quarterly), plus any additional sub-committee meetings.

Tenure of office

The NHS England Senior Responsible Officer determines the length of appointments, which will be for up to a maximum of 4 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 an **NHS body or local authority OR 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 Members of the NJRSC is a 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 appointments 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 REF EC13-27.

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

Email: appointments.team@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 7 August 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 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 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
- if you are invited to interview, you will be informed of the selection panel members
- 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 mid -August 2013 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. If there is a strong field of candidates the panel may then 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
- 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
- please note that due to the volume of applications that are received it may not be possible to provide feedback to those not shortlisted for interview
- 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 Senior Responsible Officer appointing you as a member to 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