



**Member of the National Advisory Group on
Clinical Audit and Enquiries (NAGCAE)**

Information pack for applicants

Closing date: 12 noon on 28 June 2012

Reference no: AD12-10

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A message from Nick Black, Chair of NAGCAE

Dear Applicant

Thank you for your interest in this post and for your time reading this applicant information pack.

The National Advisory Group on Clinical Audit and Enquiries responsible for advising the Department of Health in England about policies to reinvigorate and improve clinical audit and enquiries both at a national and local level.

NAGCAE was established (as NCAAG) in April 2008 with a membership that reflects the diverse range of backgrounds, skills and interests that are needed to understand the challenges and devise appropriate policies.

We are seeking a new *Local Clinical Audit Manager/Facilitator* member from September 2012.

I do hope you are excited by the challenges this opportunity presents and that you will be inspired to apply.

Yours sincerely

Nick Black
Chair

Member of the NAGCAE

Overview

The role

The membership of NAGCAE reflects the diverse range of backgrounds, skills and interests that are needed to provide advice on matters relating to clinical audit and confidential enquiries.

The local clinical audit member of NAGCAE will be expected to champion the voice of local audit teams, in particular supporting the development of advice that NAGCAE is currently considering on how to support and encourage links between national and local audit and enhance the position of audit staff in Trusts.

For further information on the role of Member see **Annex A**.

The National Advisory Group on Clinical Audit and Enquiries (NAGCAE)

As of 1 January 2012 the National Clinical Audit Advisory Group (NCAAG) was renamed the National Advisory Group on Clinical Audit and Enquiries (NAGCAE).

The NAGCAE, then NCAAG, was established to drive the reinvigoration programme and provide a national focus for discussion and advice on matters relating to clinical audit. The NAGCAE will also advise on the DH's National Clinical Audit and Patient Outcomes Programme (NCAPOP).

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

Indicative timetable

Advert:	June 2012
Closing date:	12 noon on Thursday 28 June 2012
Shortlisting complete:	early July 2012
Interviews held:	16 July 2012
Appointment start date:	September 2012

Remuneration

Members receive £144.62 per day.

Time commitment

Approximately 15 days a year, including 4-6 meetings a year.

Tenure of office

The Department of Health determines the length of the appointment, which will be for up to a maximum of four years.

Accountability

The Member is appointed by the Senior Responsible Officer for NAGCAE in the Department of Health and will be accountable to the Chair of NAGCAE for carrying out their duties as Member and for their performance.

Essential Criteria:

- A proven record of achievement in managing and/or facilitating clinical audit locally at Trust-level.
- Experience of working on a committee at a strategic level.
- A strong commitment to improving healthcare and a clear understanding of the issues relating to clinical audit.
- A strong commitment to improving clinical audit to enable it to fulfil its potential as a tool to stimulate improvements to clinical practice, enhance information for patients, and to support a range of other activities including medical revalidation.
- The ability to understand complex issues and balance a wide range of different stakeholder views.
- Excellent personal communication skills.

Diversity and equality of opportunity

We value and promote diversity and are committed to equality of opportunity for all and appointments made on merit.

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 NAGCAE and the Member post please contact:

Karen Noakes
Clinical Audit Team
Department of Health
Skipton House
London
SE1 6LH

Tel: 07827 309442
Email: Clinicalaudit@dh.gsi.gov.uk.

Please quote reference AD12-10 on all correspondence.

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

Appointment of Member

Role and responsibilities of the Member

The membership of NAGCAE reflects the diverse range of backgrounds, skills and interests that are needed to provide advice on matters relating to clinical audit and confidential enquiries.

The local clinical audit member of NAGCAE will be expected to provide a perspective from involvement in clinical audit locally in Trusts, in particular supporting the development of advice that NAGCAE is currently considering on how to support and encourage links between national and local audit and enhance the position of audit staff in Trusts.

Qualities required for the role of Member

The Member must have experience of working at a strategic level with the ability to understand complex issues and balance a wide range of views.

A strong commitment to improving healthcare is also necessary, as is a clear understanding of the issues relating to clinical audit with a commitment to enable it to fulfil its potential as a tool to stimulate improvements to clinical practice, enhance information for patients, and to support a range of other activities including medical revalidation;

The ideal candidate must also have a proven record of achievement in managing and/or facilitating clinical audit locally at Trust-level.

Remuneration

- Members receive £144.62 per day.
- Remuneration is taxable and subject to National Insurance contributions. It is not pensionable.
- Those appointed will also be eligible to claim allowances, at rates set centrally, for travel and subsistence costs necessarily incurred on NAGCAE business.
- 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 for Work and Pensions.

Time commitment

Approximately 15 days a year, including 4-6 meetings a year.

Tenure of office

The Department of Health determines the length of this appointment, which will be for up to a maximum of four years.

Accountability

The Member is appointed by the Senior Responsible Officer for NAGCAE in the Department of Health and will be accountable to the Chair of NAGCAE for carrying out their duties as Member 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 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; and
- 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 actual or potential conflict of interest you may have in carrying out the role of Member. Conflicts may relate to any relevant business interests, positions of authority or other connections with organisations relevant to the business of the NAGCAE.

If you are aware of any potential conflicts prior to your appointment you should raise these during the process of your application. If an issue arises following your appointment you should ensure that you alert the Chair of NAGCAE, to whom you will be accountable for your performance.

Diversity and equality of opportunity

We value and promote diversity and are committed to equality of opportunity for all and appointments made on merit.

Annex B

Role and Responsibilities of the National Advisory Group on Clinical Audit and Enquiries

Background

The establishment of the National Advisory Group on Clinical Audit and Enquiries in April 2008 (as the National Clinical Audit Advisory Group – NCAAG) marked the creation of a voice for clinical audit in the Department of Health and at the centre of the NHS. Unlike the two other core professional activities aiming to enhance health care quality, namely education and research, clinical audit had lacked a national strategy and a coherent programme of activities. NAGCAE endeavours to meet that challenge by enhancing the existing programme of national clinical audits and enquiries and seeking to support the many NHS staff involved in local audits in their own Trusts. It also seeks to improve connections - between the centre and the periphery; between national clinical audits and enquiries, regardless of their source of funding; between audit and quality improvement initiatives such as revalidation, regulation and commissioning; and between clinical audit and other routine data collection in the NHS.

The Group recognises that success will only be achieved by listening to and working with all those already engaged in clinical audit both locally and nationally. Together, clinical audit can be invigorated and enhanced so that it takes its rightful place at the centre of health care delivery and policy.

Responsibilities

NAGCAE's responsibilities are:

- to provide policy and strategic advice to the Department of Health on clinical audit and national confidential enquiries;
- to drive the reinvigoration of clinical audit, both nationally and locally, to stimulate improvements in clinical practice and service delivery;
- to provide advice and guidance to the Department of Health on the National Clinical Audit & Patient Outcomes Programme (NCAPOP) including advising on topics for new national clinical audits, on topics to be discontinued and on the selection of tenders for supplying national clinical audits; and
- to provide advice and guidance to the Department of Health on the Clinical Outcome Review Programme (CORP) including advising on clinical areas for national enquiries, on areas to be discontinued and on the selection of tenders for supplying national clinical enquiries. (Note: this does not include responsibility for advising on specific topics within a clinical area).

The National Clinical Audit & Patients' Outcomes Programme (NCAPOP) and the Clinical Outcomes Review Programme (CORP) is administered by the Healthcare Quality Improvement Partnership (HQIP) - a consortium comprised of the Royal College of Nursing, Academy of Medical Royal Colleges and National Voices. The work of NAGCAE is supported by a secretariat provided by HQIP.

The remit of the NAGCAE formally extends to England, but in respect of its responsibilities providing advice about the National Clinical Audit and Patients' Outcomes Programme, to Wales as well. There is no formal link with Scotland and Northern Ireland, but informal discussion and co-operation is strongly encouraged.

Over its first three years, NAGCAE provided advice to the Department of Health on the following:

- what is 'clinical audit'
- a typology of national clinical audits (NCAs)
- sustainable funding mechanisms for NCAs
- an annual commissioning cycle for new NCAs and renewals
- criteria for prioritising topics for national audits
- selection of topics for six new NCAs
- selection of bids for new and renewals of NCAs
- criteria for an improved contract with NCA suppliers
- accreditation of local and national clinical audit
- selection of NCAs for inclusion in Quality Accounts.

More information is available in NAGCAE's three annual reports including the [Annual Report for 2010-11](#)

Making an application

Overview

The appointment of Member of the NAGCAE is a Department of Health appointment. The Department of Health 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 Senior Responsible Officer on candidates they believe are 'appointable'. Taking into account feedback from the panel, the Senior Responsible Officer will make the final decision on who he believes best meets the criteria for the role and will make the appointment.

How to apply

All applicants are required to complete an application form. This is available online by visiting the DH Appointments website www.dh.gov.uk/appointments and searching for the vacancy **AD12-10**.

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

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 3E44)
Department of Health
Quarry House
Quarry Hill
LEEDS
LS2 7UE

All applications will be acknowledged by email and you will be contacted again after the closing date.

The Appointments Team must receive your completed application form **before 12 noon on Thursday 28 June 2012**.

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; and
- only use your information for the purposes you have authorised.

We ask that you:

- provide us with accurate information; and
- 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 application form and CV can be assessed.

How we will handle your Application

We 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 have the expertise required at the appropriate level for the post for which you have applied. We will rely on only the information you provide on your application form and CV to assess whether you have the experience required. Please ensure that you provide evidence to support how you meet all of the relevant criteria, which are identified in the overview section;
- the selection panel will include Simon Bennett, Deputy Director - Head of Clinical Governance, Department of Health, Professor Nick Black, the Chair of the NAGCAE and an external panel member;
- 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 July 2012 the panel will have decided who will be invited for interview;

- due to the number of applications we receive, we will unfortunately only be able to provide feedback to those shortlisted for interview;
- the panel will select the people who have demonstrated that they best meet the essential criteria;
- we 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 on Monday 16 July 2012;
- 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 Senior Responsible Officer who will make the final decision;
- if you are successful, you will receive a letter from the Senior Responsible Officer appointing you as a Member of the NAGCAE and;
- 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