



Member of the Advisory Committee on Antimicrobial Prescribing, Resistance and Healthcare Associated Infections (APRHAI)

Information pack for applicants

Closing date: midday on 13th September 2020
Reference no: VAC - 1730



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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 6 appointments to the board of APRHAI.

Role and Responsibilities of a Member

The Advisory Committee on Antimicrobial Prescribing, Resistance and Healthcare Associated Infections (APRHAI) is a UK wide, independent, non-executive Advisory Committee, which provides practical and scientific advice to the government on minimising the risk of healthcare associated infections and addressing antimicrobial resistance.

Its purpose is to provide practical and scientific advice to government in support of the fulfilment of its vision for AMR in 2040 and strategies to:

- reduce the incidence of healthcare associated infections (HAI) and specific drug resistant infections
- effectively control, contain and mitigate antimicrobial resistance (AMR)
- optimise antimicrobial use (AMP) in humans.

In doing this, the Committee will:

1. Take into account the relevant work of other expert groups, in the human and veterinary fields when making its recommendations
2. Help guide government's scientific priorities and work, including horizon-scanning and long-range planning as well as dealing with immediate risks and opportunities
3. Keep apprised of international scientific developments that might impact the UK's approach
4. Identify gaps in the evidence base, that require further research or surveillance and make recommendations for prioritisation

5. Make its findings and recommendations available to Government, and the public in a way which aims to be comprehensive, understandable and timely
6. Review and evaluate the effectiveness of the on-going work of the committee
7. 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.

APRHAI has no statutory basis for providing advice to Ministers in Scotland, Wales or Northern Ireland. However, health departments from these countries may choose to accept the Committee's advice or recommendations. Specific advice given by APRHAI in response to a request from any one UK health department or Minister is not binding on any of the other Ministers of the devolved administrations or UK Government. UK health departments are made aware of all APRHAI advice through their designated representatives who attend APRHAI and sub-committee meetings and receive committee papers.

The Secretary of State is accountable to Parliament for APRHAI as a public body.

As a member of APRHAI you will need to:

- Be prepared, as requested by the Chair and Secretariat, to provide expert advice and participate in sub-groups and relevant issues outside of formal meetings
- Engage 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
- Provide expert advice on infectious disease and antimicrobial resistance in the context of the current clinical setting
- Agree minutes of APRHAI meetings and reports of APRHAI activities for publication
- Operate within the committee's remit
- Adhere to the [Seven principles of Public Life](#), as they apply to service on APRHAI

Qualities required for the role of a Member

The Department of Health and Social Care values and promotes diversity and encourages applications from all sections of the community. The boards of public bodies should reflect the population they are there to serve. Boards also benefit from fresh perspectives, and we are always keen to encourage candidates with private sector experience to consider applying for our roles.

Essential Criteria

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.

The following criteria are essential for **all** members of APRHAI:

- 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 skills.

Lay members

APRHAI is looking for **two lay members** who have 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:

Candidates should demonstrate:

- 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.

Specialist Scientific Members

APRHAI is 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:

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- Infection Prevention and Control (Lead Nurse)- with practical experience of MDR (Multidrug resistance), CPE (Carbapenemase Producing Enterobacterales) and Gram-negative infection (X1)
- Statistician/Modeller with an interest/understanding of AMR and Gram-negative infections (X1)
- Clinical Microbiologist (X2)

Essential Criteria

Candidates should have:

- Demonstrable knowledge of antimicrobial resistance, healthcare associated infections and infection prevention and control;
- Practical experience of implementing interventions to improve the quality and safety of healthcare and clinical expertise within the field of infectious diseases.
- An outstanding record of achievement and personal credibility within their field, appropriate to the remit of the committee at a national level.

In order to maintain the Committee's core function to impartially advise Government and make independent recommendations on the implementation of the UK AMR national action plan (NAP) 2019-2024, applications will not be accepted from employees of Public Health England/ UKHSA, NHS England and Improvement, and the equivalent bodies in the devolved administrations, where they are directly involved or responsible for the implementation of components of the UK AMR national action plan at a national level.

Remuneration

- Members are not remunerated
- You may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as a Member of 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

The roles involve a time commitment of around three plenary meetings a year. Members may be invited to be involved in subgroup meetings alongside these plenary meetings with additional time for reading and preparation required.

APRHAI holds three committee plenary meetings a year. These are normally held around March, June and September of each year, although specific dates may change depending on availability and circumstance. A closed business meeting is held annually (normally held in the winter). Here, the Chair, Deputy Chair, DHSC sponsor team and sometimes invited observers review actions and recommendations from the previous year and plan the work of the committee in the coming year.

APRHAI provides many of its outputs through the work of expert subgroups. These are usually launched at plenary meetings, and will work for a specific output, requiring defined expertise. APRHAI has a number of subgroups currently active, some of these are task and finish subgroups, others are ongoing groups.

Location

London

Tenure of office

Terms of appointment usually range from 1-3 years. Reappointment of members is not automatic. Subject to conditions, including satisfactory appraisal and attendance at meetings, members are usually offered reappointment for a second, or exceptionally a third, term without the post being advertised. This is desirable to retain the expertise and experience of the Committee. However, in accordance with the Code of Practice issued by the Commissioner for Public Appointment, members cannot serve on the Committee for more than 10 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 APRHAI and the role of a Member please contact the APRHAI Secretariat Viviana Finistrella:

Tel: 0207 654 8201

Email: APRHAI@phe.gov.uk

1.2 Role and responsibilities of the Advisory Committee on Antimicrobial Prescribing, Resistance and Healthcare Associated Infections (APRHAI)

Message from the Chair and Deputy Chair of APRHAI

Alistair Leanord (Chair):

Having a broad range of expertise and input from a range of professionals with healthcare and academic backgrounds, allows APRHAI to advise the UK Governments on how best to tackle the threat of AMR and HAIs.

APRHAI allows your views to be heard. The challenge of inputting and assessing the latest science or clinical practices in a topic area, distilling it into a recommendation that will affect policy decisions within the 4 UK Nations healthcare systems is challenging, and ultimately rewarding.

Peter Wilson (Deputy Chair):

As a member of APRHAI you have an important role in grounding government policy in the practicalities of prevention of healthcare-acquired infection and development of antimicrobial resistance. The appointing body is keen to hear your views and to take them into account.

You will be able to discuss with peer experts how particular pressing problems could be solved. Membership gives you access to high-quality update on current national opinion and research in the areas of infection control and antimicrobial stewardship. There are very few other opportunities for you both to hear about national policy as it develops and to contribute your opinion from the frontline directly to the decision makers.

Role and responsibilities of APRHAI

The Advisory Committee on Antimicrobial Prescribing, Resistance and Healthcare Associated Infections (APRHAI) role is to:

- provide practical and scientific advice to government on strategies to:
 1. reduce the incidence of healthcare associated infections (HCAI) and drug-specific infections

2. monitor antimicrobial resistance (AMR) and reduce its development and spread
 3. 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 National Action Plan 2019-2024, including keeping it apprised 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.

Committee members will work closely with colleagues across the four UK nations in order to achieve the above.

Current strategic priorities include (although are not limited to):

- Infection prevention and control, including assessment of current IPC infrastructure across the UK
- Optimise use of antimicrobials in primary and secondary care, including assessment of behaviour change interventions in these contexts
- Research, including the definition of research priority areas
- Antibiotic supply chain resilience, including monitoring of the supply chain and policy changes with potential impact.

Terms of appointment usually range from 1-3 years. Reappointment of members is not automatic. Subject to conditions, including satisfactory appraisal and attendance at

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meetings, members are usually offered reappointment for a second, or exceptionally a third, term without the post being advertised. This is desirable to retain the expertise and experience of the Committee. However, in accordance with the Code of Practice issued by the Commissioner for Public Appointment, members cannot serve on the Committee for more than 10 years

Please see the [APRHAI webpage](#) for further information, including code of practice, current membership, declaration of interests, meeting dates in 2021, publications and terms of reference.

Code of Practice:

APRHAI code of practice can be found [here](#)

Section 2: How to Apply

2.1 Making an application

Thank you for your interest in the appointment of a Member to 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 - 1730** in the subject field.

If you are unable to apply by email, please contact Ben Jones on 0113 254 6557.

Applications must be received by midday on 13th September.

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 specific 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 on 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 Advisory 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 and blogs. Due Diligence may be carried out on any publicly available information and shared with the Advisory Assessment Panel.

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: Eligibility Criteria**

If you wish to discuss any queries on conflicts, please see the contacts section.

CV

Please ensure your CV includes:

- Your full name, title, home address, personal contact telephone numbers (land line and mobile), personal email address and details of any twitter accounts and LinkedIn accounts including your twitter handle/username.
- 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.

Disability Confident Scheme

The Department of Health and Social Care values and promotes diversity and is committed to equality of opportunity for all and to the appointment of disabled people. As part of the Disability Confident Scheme, we guarantee an interview to anyone with a disability who applies under the Scheme and whose application meets the essential criteria for the post.

What do we mean by a disability?

To be eligible for the Disability Confident Scheme you must have a disability or long-term health condition, which could be physical, sensory or mental and must be expected to last for at least 12 months. You do not have to be registered as a disabled person to apply under this scheme.

If you wish to apply under the DCS please complete Section E of the Monitoring form and return it with your application.

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

For further information regarding the selection process, please contact

Ben Jones

Appointments Team

Tel: 0113 2546557

Email: Ben.Jones1@dhsc.gov.uk

Please quote reference VAC-1730 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 13th September
- Shortlisting complete: 4th October
- Interviews held: 22nd / 28th / 29th October

The selection panel will be:

- Dr Morwenna Carrington, Deputy Director, UK Health Security, as panel chair
- Professor Alistair Leanord, Chair of APRHAI, as panel member
- Deepa Mann-Kler as an Independent Panel Member

The Independent Panel Member is independent of both the Department of Health and Social Care and APRHAI.

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 applying, you are agreeing to your application being shared with another party for 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 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 across 22nd / 28th / 29th October.
- 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 DSC and you meet all 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

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- The Appointments Team will email to let you know whether you have been invited to be interviewed. Interviews will be conducted either by video/ teleconference or if face-to-face, in central London. We will confirm arrangements to shortlisted candidates in due course.'
- 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 APRHAI, which will confirm the terms on which the appointment is offered
- **please note that due to the volume of applications that are received it is not possible to routinely provide feedback to those not shortlisted for interview**
- if you apply under the Disability Confident Scheme and you are not shortlisted for interview, we can provide a summary of the assessment of your written application, if you choose to request feedback
- 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 prepare for and attend an interview, and that feedback is a valuable part of the process. Following interviews, the letter which confirms the outcome of the appointment process 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 Ben Jones on Ben.Jones1@dhsc.gov.uk

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.

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 Sally Brough-Hirst in the Department of Health and Social Care by emailing Sally.Brough-Hirst@dhsc.gov.uk

2.3 Eligibility Criteria

There are circumstances in which an individual may not be considered for appointment. They include:

1. persons who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years
2. 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
3. persons who have had an earlier term of appointment with a health service body terminated on the grounds:
 - that it was not conducive to the interests or good management of the body that the person should continue to hold office
 - that the person failed to attend a meeting of the body on three consecutive occasions
 - 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
 - of misconduct or failure to carry out the person's duties
4. anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; or
5. anyone who has been removed from trusteeship of a charity.

Further advice about the Eligibility Criteria can be provided by contacting Ben Jones ben.jones1@dhsc.gov.uk

2.4 How we will manage your personal information

Your personal information will be held in accordance with the General Data Protection Regulation. You will not receive unsolicited paper or electronic mail because 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.

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