

# **ACADEMY OF MEDICAL ROYAL COLLEGES** \_\_\_\_\_

**Up to 14 Members  
UK Donation Ethics Committee**

**Information pack for candidates**

**Reference no: DH9049  
Closing date is 20 July 2009**



**Appointments  
Commission**

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Copy of Advert

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## Overview

### Indicative timetable of the process

Advert dates:	w/c 22 June 2009
Closing date:	20 July 2009
Shortlisting complete by:	August/Sept 2009
Interviews held	September 2009
Appointment start date:	1 October 2009

### Essential qualities – Members

We are looking for up to 14 members with skills or experience in one or more of the following fields:

- Clinical ethicist;
- Ethics within a cultural context;
- End of life care;
- Emergency medicine;
- Legal expertise used to working with ethicists;
- Adult and paediatric intensive care;
- Medical/ academic ethics;
- Transplant medicine and surgery;
- Transplant recipient(s) and/or their representatives;
- Lay individuals;
- Living donor(s) and/or their representative(s);
- Deceased donor representative(s);
- Ethics within a faith context;
- Social and behavioural science;
- Comms/ media;
- Histocompatibility and Immunogenetics;
- Donor Transplant Co-ordination.

It is possible that one person could provide two or more of these skills.

#### Essential:

- Bring independent views
- able to devote sufficient time to the Committee
- ability to contribute to the work of the Committee and have the confidence to question and challenge other members without damage to the Committee's commitment to achieve objectives through teamwork;
- effective influencing and communication skills;
- Sharp and clear thinking, able to absorb complex information;
- ability to apply sound judgment to reach solutions.

#### Desirable qualities

- Knowledge of the issues surrounding organ donation.
- Capability of preparing papers for the Committee

**Remuneration:** Members will be paid a daily rate of £160 for their time at meetings and be reimbursed for their travel and subsistence costs.

**Time commitment:** Quarterly meetings and possibly subgroup work.  
Members may be required to give ad-hoc advice within standard office hours. Approximately 8 days per year.

**Terms:** Initial 2 year appointment with a possibility of extending for a further 3 years.

**Key contact:** For information regarding the selection process, please contact:

Recruitment Services  
Tel: 0870 240 3802  
Email: [info@appointments.org.uk](mailto:info@appointments.org.uk)

**Please quote reference DH9049 on all correspondence**

Further information about the Donation Ethics Committee is available from:

The Academy of Royal Colleges

Contact: Clare Settle – [clare.settle@aomrc.org.uk](mailto:clare.settle@aomrc.org.uk)

020 7034 4470

# **Role and Responsibilities of the UK Donation Ethics Committee (UK DEC)**

## **Introduction**

The Organ Donation Task Force recommended that 'urgent attention is required to resolve the outstanding legal, ethical and professional issues in order to ensure that all clinicians are supported and able to work within a clear and unambiguous framework of good practice. Additionally, an independent UK-wide Donation Ethics Committee should be established.'

The Committee will be chaired by Professor Sir Ian Kennedy

The UK DEC would be required:

- To consider ethical issues, both general and specific, relating to the field of organ donation and transplantation and provide independent advice to clinicians, policy leads and others as appropriate.
- To advise on relevant issues referred to the Committee by local donation committees.
- To produce, maintain and promulgate guidelines relating to ethical issues on organ donation and transplantation.
- To support Local Clinical and Research Ethics Committees or Donation Committees in their provision of out of hours advice at a local level, based on UK DEC frameworks.
- To assist in the development of training schemes for those involved in organ donation and transplantation.
- To receive and collate any advice given locally, based on UK DEC frameworks, to harmonise advice where appropriate, determine whether any issues have any regional/ national implications and take action as appropriate.

## **Diversity and equality of opportunity**

We encourage applications from all sections of the community and from people with diverse experience and backgrounds from all parts of the UK for this post .

## Qualities required for the role of Member

It is possible that one person could provide two or more of these skills (e.g. a Donor Transplant Co-ordinator with experience of working in an end of life care setting).

### Essential Qualities:

Skills/experience in one or more of the following areas:

- Clinical ethicist;
- Ethics within a cultural context;
- End of life care;
- Emergency medicine;
- Legal expertise used to working with ethicists;
- Adult and paediatric intensive care;
- Medical/ academic ethics;
- Transplant medicine and surgery;
- Transplant recipient(s) and/or their representatives;
- Lay individuals;
- Living donor(s) and/or their representative(s);
- Deceased donor representative(s);
- Ethics within a faith context;
- Social and behavioural science;
- Comms/ media;
- Histocompatibility and Immunogenetics;
- Donor Transplant Co-ordination.

It is possible that one person could provide two or more of these skills.

- be independent
- able to devote sufficient time to the Committee
- ability to contribute to the work of the Committee and have the confidence to question and challenge other members without damage to the Committee's commitment to achieve objectives through teamwork;
- effective influencing and communication skills;
- Sharp and clear thinking, able to absorb complex information;
- ability to apply sound judgment to reach solutions.

### Desirable qualities

- Knowledge of the issues surrounding organ donation.
- Capability of preparing papers for the Committee.

### Diversity and equality of opportunity

We welcome applications from all sections of the community and from people with diverse experience and backgrounds from all parts of the UK for these posts.

## **On appointment**

### **Remuneration**

Members will be paid a daily rate of £160 for their time at meetings and reimbursed for their travel and subsistence costs.

### **Time commitment**

Quarterly meetings and ad-hoc advice during office hours and possible membership of working subgroups. Will involve approximately 8 days per year.

### **Location**

Venues are to be confirmed – they may be across the UK.

### **Training**

No training is provided.

### **Standards in public life**

Candidates must confirm that they understand the standards of probity required by public appointees outlined in the “Seven Principles of Public Life” set out by the Committee on Standards in Public Life (see Appendix 2).

### **Disqualification from appointment**

There are circumstances in which an individual will 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;
- 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 given by contacting the Appointments Commission on [info@appointments.org.uk](mailto:info@appointments.org.uk) or 0870 240 3802.

## Conflict of Interests

You should note particularly the requirement to declare any conflict of interest that arises in the course of UK DEC business and the need to declare any relevant business interests, positions of authority or other connections with organisations relevant to the business of the UK DEC.

## How to apply

To apply for these posts you must complete Application Forms 1 & 2 and return them by **20 July 2009**.

Please send your completed applications to:

The Appointments Commission  
Blenheim House  
Duncombe Street  
Leeds  
LS1 4PL

Electronic versions of the forms can be downloaded from our website at [www.appointments.org.uk](http://www.appointments.org.uk) and e-mailed to us at [info@appointments.org.uk](mailto:info@appointments.org.uk)

Braille, large print and tape versions of this information pack and the application forms are also available on request.

Please refer to the guidance notes in Appendix 1 of this pack when completing your forms.

### Once we receive your application

We will process your application as quickly as possible and will keep you informed at key stages.

After the closing date for applications:

- we will acknowledge receipt of your application (by email if provided) and check it for completeness and eligibility. For convenience all forms can be downloaded from our website [www.appointments.org.uk](http://www.appointments.org.uk), completed on your PC, and emailed to [info@appointments.org.uk](mailto:info@appointments.org.uk) ;
- we will rely only the information you provide on your application form and CV to assess whether you have the experience required at the appropriate level. **Please ensure that you provide written evidence to support how you meet all of the relevant criteria**, which are identified in the “Qualities required for the role” section and are included in the “Overview”;

- the selection panel for these posts will include the Chair of the UK DEC; a member of the Academy of the Royal Colleges (AoMRC) and an Independent Assessor;
- when 30 or more applications are received, it is likely that your application will be “pre-assessed” before it is passed to the short listing panel for consideration. You should be aware that in this situation, your application might not be considered in full by all the panel;
- by August/early September 2009 the panel will have decided the candidates who will be invited for interview for the posts, taking account of the evidence provided in applications;
- we will write to let you know whether or not you will be interviewed.
- Interviews will be held in Central London in September 2009;
- where a candidate is unable to attend an interview on the set date then an alternative date will only be offered at the discretion of the panel;
- if invited to interview, the panel will question you about your experience and expertise and ask specific questions to find whether you meet the specified qualities;
- if you are successful, you will receive a joint letter from the Chair of the Academy of Medical Royal Colleges and the Chair of the UK DEC appointing you as a Member;
- if your application is unsuccessful and you would like feedback, please write to us at :

The Appointments Commission  
 Blenheim House  
 Duncombe Street  
 Leeds LS1 4PL

- if you have a complaint about the way your application has been handled at any stage, please see the section on “How to complain”.

For queries about your application, please telephone our recruitment services centre on 0870 240 3802 or e-mail [info@appointments.org.uk](mailto:info@appointments.org.uk)

## **Use of your personal information**

### **Data Protection**

The Department of Health are required by the Commissioner for Public Appointments to retain information about the people who apply for public appointments, and make this information available to her for audit purposes, if requested to do so.

The Appointments Commission is acting on behalf of the Department of Health in relation to this recruitment exercise. Our data protection policy is in line with the requirements of the Commissioner for Public Appointments Code of

Practice. The sections relating to the information we collect about applicants is set out below:

- Your initial contact details, including your name and address will be held by the Appointments Commission for a period of at least 2 years.
- If you submit an application form, the form and any supporting documentation will be retained for at least 2 years.
- Information held electronically, including your contact details and the monitoring information provided on Form 1 of the application form will also be held for at least 2 years.

If you would like these details to be removed from our records as soon as this recruitment exercise is complete, please write or e-mail the Appointments Commission on [info@appointments.org.uk](mailto:info@appointments.org.uk) or call 0870 240 3802.

### **Monitoring information**

This information is not used in the selection process. It will be removed on receipt and is not seen by the panel assessing your application. We use this information to monitor the diversity of candidates we attract and those we appoint.

### **How to complain**

We aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you are unhappy with the way your application has been handled, we would like to hear from you.

Please contact: Anne Watts  
Chair  
Appointments Commission  
Blenheim House  
Duncombe Street  
Leeds, LS1 4PL

quoting reference number **DH9049**

We will reply to your complaint within 20 days. If, after receiving our response you are still not satisfied, you may contact the Commissioner for Public Appointments.

A copy of the Commissioner's leaflet, which includes details on how to make a complaint and how it would be handled is enclosed with this information pack.

### Guidance on completing the application forms

When filling in your application form, please, either complete electronically or write legibly and use black ink. You should complete all the sections. If you have any difficulties, please contact the Appointments Commission for assistance on 0870 240 3802 **before the closing date of 20 July 2009.**

Electronic, Braille, large print and tape versions of this information pack and the application forms are available from the Appointments Commission by emailing [info@appointments.org.uk](mailto:info@appointments.org.uk) or by calling 0870 240 3802, quoting the appropriate reference number **DH9049**.

**Downloading the application forms from the internet.** For convenience, a copy of the application forms can be downloaded from our website at [www.appointments.org.uk/vacancies](http://www.appointments.org.uk/vacancies) by quoting reference number **DH9049** and completed on your own PC. It can then be e-mailed back to us at [info@appointments.org.uk](mailto:info@appointments.org.uk)

The application form is divided into two parts:

**Form 1** asks for personal details, referees, etc

**Form 2** is for you to tell us about the qualities that make you suitable for the Member role. You should also attach a copy of your CV detailing your qualifications and career history.

You must complete both forms and return.

#### FORM 1

**PART 1: Your personal details** - These details are needed so that we can contact you about your application in the course of the selection and appointment process.

**PART 2: How you found out about these posts** - To ensure we target our recruitment and advertising activity effectively in the future, it would be helpful if you could let us know how you found out about these vacancies.

**PART 3: Declaration of interests** – Most public bodies maintain a register of members' interests to avoid any danger of members being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties. All members are therefore expected to declare any personal or business interest that may influence, or may be *perceived* to influence, their judgment. (This should include, as a minimum, personal direct and indirect financial interests, and should normally also include such interests of close family members. Indirect financial interests arise from connections with bodies that have a direct financial interest or from being a business partner of, or being employed by, a person with such an interest.)

**PART 4: References** - Please give details of two referees, at least one of whom must be related to your recent professional and / or voluntary activity. They will not be approached unless you are invited to interview. An appointment will not be offered until we have received satisfactory references.

**PART 5: Future contact** - From time to time, the Appointments Commission seeks high-quality candidates with specific skills and experience for a range of posts across the public sector. Should you be unsuccessful in this application but we consider that your skills and experience may make you a suitable candidate for another post in the future, we would like to be able to send you details when such vacancies arise. As different organisations will be looking for specific skills and experience you will need to submit a new application each time. If you are content for your details to be kept for this purpose, please tick the 'Yes' box. We will notify you if we keep your information, which will not be used for any other purpose.

**PARTS 6-13: Monitoring Information** - This information is not used in the selection process. It will be removed on receipt and is not seen by the panel assessing your application. However, as these are public appointments, basic information about those appointed is made public in a variety of official publications, including press releases.

**PARTS 6-9: Diversity and Equal Opportunities** – The Department of Health, the Appointments Commission and OCPA welcome applications from all sections of the community for these and other public appointments. We are particularly keen to ensure proper representation on boards by women, people from ethnic minorities and disabled people. We use the information you provide in this section to monitor the diversity of candidates we attract and those appointed.

**PART 10: Political Activity** - Whether you are politically active in any way will not be a factor in the consideration of your application. Information on political activity is required by the Commissioner for Public Appointments and is used for monitoring purposes only. It is not made available to the panel assessing your application or when making the final appointment decisions.

**PART 11: Ministerial appointments** - Candidates for appointment are required to give full information about any ministerial appointments they hold. Please ensure that you include full details of the body to which you have already been appointed, the period of appointment and annual remuneration or daily fees paid.

**PART 12: Publication of monitoring information** - Information on the composition of the Department of Health is published. Information about the gender, ethnic origin, disability and political activity of public appointees is also occasionally published, but never in a way that would enable individuals to be identified. Please tick the relevant box to show whether you are content or not content for your monitoring information to be used in this way.

**PART 13: Declaration** - Please ensure that you have read the guidance on disqualification for appointment and the “Seven Principles of Public Life” before signing the declaration.

## **FORM 2**

**PART 1: This is to ensure this form can be identified if it becomes separated from Form 1, please insert your name and postcode.**

**PART 2: Evidence that you have the expertise required for the post** - You should use this section of the application to give specific evidence of your expertise and experience. Before completing it, please read the sections in the information pack that set out the the “Role and responsibilities of the Donation Ethics Committee” the “Qualities required for the roles” and the “Duties and role”. You should also read the information provided in the “Overview”. If you are not able to fit all your information in the space provided, you may use continuation sheets (no more than 2 sheets of A4) which should be attached to your form. The electronic application form will expand as you type in your evidence.

**PART 3: Your CV** - Please enclose a brief, relevant CV which sets out your career history and lists your main areas of employment or other relevant activity and other public appointments. You should also include details of any relevant academic, professional or vocational qualifications. Your CV will be used in the assessment of your expertise.

### **Sending in your completed application**

Please send your completed forms, together with your CV and any continuation sheets, to the following address **to arrive by the closing date of:**

**20 July 2009**

The Appointments Commission  
Blenheim House  
Duncombe Street  
LEEDS  
LS1 4PL

or e-mail them to: [info@appointments.org.uk](mailto:info@appointments.org.uk)

Please note: applications received after the closing date cannot be considered. If you are posting your application form please allow sufficient time for delivery.

If you intend to post a hard copy of your application and would like us to confirm receipt, please put your name, address and a stamp on the acknowledgement card included in this information pack (hard copy only) and return it with your application form.

If you return your application by email or have provided us with an e-mail address on your application form, you will automatically receive confirmation of receipt by e-mail on the day your application is received.

## Appendix 2

### **The seven principles of public life**

All candidates for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

#### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

#### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

#### **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

#### **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.

#### **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

#### **Leadership**

Holders of public office should promote and support these principles by leadership and example.