

**The appointment of a Nurse member to  
the Joint Committee on Vaccination and  
Immunisation (JCVI)**

**Information pack for applicants**

The closing date for receipt of applications for this post is:

**14th April 2006**

*Electronic versions of this information pack are available from:  
[www.appointments.org.uk](http://www.appointments.org.uk)*

Recruitment Services  
NHS Appointments Commission  
Blenheim House  
West One  
Duncombe Street  
Leeds  
LS1 4PL  
Email: [Info@apcomm.nhs.uk](mailto:Info@apcomm.nhs.uk)  
Website: [www.appointments.org.uk](http://www.appointments.org.uk)



Tel: 0870 240 3802  
Please quote DH6001 on all correspondence

**Contents:**

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**About the Joint Committee on Vaccination and Immunisation**

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About the Committee

Qualities Required

Duties and Role

---

**Applying for a post through the NHS Appointments Commission**

---

About the NHS Appointments Commission

How we will handle your application

Guidance on completion of the application form

Dealing with your concerns

---

**Also attached**

Copy of advert

Application form

# JOINT COMMITTEE ON VACCINATION AND IMMUNISATION

## Introduction:

The Joint Committee on Vaccination and Immunisation (JCVI, the Committee) is a Non-Departmental Public Body (NDPB). It is a statutory expert Standing Advisory Committee established in England and Wales under the NHS Act 1977 and the NHS (Standing Advisory Committee) Order 1981 as the Standing Advisory Committee on Vaccination and Immunisation. The Committee has no statutory basis in Scotland or Northern Ireland but, nonetheless, fulfils the same role and has the same responsibilities in those countries as in England and Wales.

The Committee has no executive function. Its role is purely to provide high quality and considered advice and recommendations to the Secretaries of State on matters set out in its terms of reference. This includes giving advice and recommendations on matters relating to communicable diseases, preventable and potentially preventable through immunisation, and also on any specific or special matters that the Secretaries of State may from time to time request. In formulating its advice and recommendations, the Committee must take into account the need for and impact of vaccines, the quality of vaccines and their safety and the strategies to ensure that the greatest benefit to the public health can be obtained from the most appropriate use of vaccines. Members are expected to make a full and considered contribution to this work.

Recommendations of the Committee, as accepted by the Secretaries of State, are published in *"Immunisation against infectious disease"* and also through other routes as necessary.

The Secretariat of the JCVI is provided by officials from the Department of Health.

## Vacancies and anticipated start dates

Interviews will take place in early May, in London at a date to be confirmed.

JCVI is looking for a Nurse member to start as soon as possible.

# **MEMBER OF THE JOINT COMMITTEE ON VACCINATION AND IMMUNISATION**

## **QUALITIES REQUIRED**

### **NURSE MEMBER**

#### **Specialist qualities required:**

Must be or have been a practicing Nurse in the past, with experience of primary care and a particular interest in immunisation

#### **General qualities required**

- Registered with the Nursing and Midwifery Council
- an understanding of the vaccination and immunisation issues covered by the Committee;
- an outstanding record of achievement and personal credibility within your own field, appropriate to the remit of the Committee;
- experience of operating at a strategic level in the public or other sectors;
- a personal commitment to public service values of accountability, probity, openness and equality of treatment and opportunity;
- excellent interpersonal and communication skills to support effective discussion with a range of stakeholders;
- ability to evaluate complex issues and weigh up conflicting opinions

# **MEMBERS OF THE JOINT COMMITTEE ON VACCINATION AND IMMUNISATION**

## **Duties and role**

The Chair and members of the Committee will play a critical role in ensuring the Committee's continued standing as an internationally recognised leading body in the field of immunisation. All members of the JCVI will:

- be committed to the continued development and improvement of this important area of public health;
- bring relevant experience to the Committee;
- contribute to the provision of high quality and considered advice to UK ministers of health;
- be expected to make a full and considered contribution to the work of the Committee and to contribute fully to the debate and to the decision making processes of the Committee;
- provide expert guidance when an issue which falls within your particular area of expertise is under discussion;
- contribute to the debate in the capacity of a well-informed health professional where the issue does not fall within your expertise;
- take into account the need for and impact of vaccines, the quality of vaccines and their safety and the strategies to ensure that the greatest benefit can be obtained from the most appropriate use of vaccines;
- recommend the best public health advice to Ministers;
- be prepared, as requested by the Secretariat, to occasionally provide expert advice on relevant issues outside of committee meetings;
- be prepared, as requested by the Secretariat, to occasionally attend and contribute to the deliberations of one or more of the Panels of the JCVI which report to the main committee;
- be committed to and abide by the requirements of the JCVI Code of Practice, including the requirement to declare all relevant interests.

## **Training**

Full induction training will be provided to enable you to increase your skills and understanding of the work of the Committee.

## **Location and time commitment**

JCVI meet 3 times a year, usually in London. Some preparation time for the meetings will be required, which may need to be at weekends. In addition, members may be asked to attend panels of the JCVI from time to time.

## **Remuneration**

Although these appointments are not remunerated or pensionable, you are eligible to claim allowances at rates set centrally, for travel and subsistence

costs necessarily incurred on Board business. All reasonable receipted childcare and carer expenses will be reimbursed where applicable.

### **Appointments and Tenure of Office**

Members will normally be appointed for a period of 4 years and their appointment may be renewed subject to satisfactory performance.

You should also note that these positions are public appointments or statutory offices rather than a job and are not subject to the provisions of employment law.

In exercise of its duties, the JCVI and its members should ensure that it continues to observe the highest standards of propriety including impartiality, integrity and objectivity in the execution of its role and responsibilities. To ensure that public service values are maintained, you will be required, on appointment, to subscribe to the JCVI's Code of Practice and to observe the "Seven Principles of Public Life."

# **APPLYING FOR A POST THROUGH THE NHS APPOINTMENTS COMMISSION**

## **ABOUT THE NHS APPOINTMENTS COMMISSION**

The NHS Appointments Commission was established in April 2001 to make all Chair and non-executive appointments to NHS Trusts, Primary Care Trusts and Health Authorities. The Secretary of State for Health has also provided for the Appointments Commission to appoint the members of the JCVI.

In setting its remit, the Secretary of State for Health requires the Commission to ensure that all the procedures it uses for recruitment and appointment are open and transparent and take account of the procedures set by the Office of the Commissioner for Public Appointments.

The Chair of the NHS Appointments Commission is Sir William Wells and he is supported by eight Regional Commissioners who are responsible for the integrity of the appointment process

*All appointments are made on merit in accordance with the Code of Practice laid down by the Commissioner for Public Appointments who monitors appointments to all public bodies and ensures that all appointments are made on merit after fair and open competition.*

## HOW WE WILL HANDLE YOUR APPLICATION

The advertisement or this application pack will give you details of the specific vacancies for which you can apply.

- We will acknowledge receipt of your application form.
- The short-listing panel will first assess your completed form to see whether you have the general personal qualities and skills specified for the post for which you have applied. The candidates who best demonstrate that they have the specified skills will be selected for interview. We will let you know whether or not you will be interviewed.
- Short-listing and interview panels normally consist of three or four members.
- You will be asked questions by the interview panel to assess whether you can demonstrate you have the qualities specified.
- If, in the view of the panel, you have the skills for the post and are the best candidate, your name will be recommended to the board of the NHS Appointments Commission which makes the final decision on all appointments.
- If you are successful, you will receive a letter from the Chair of the NHS Appointments Commission inviting you to serve as Nurse member of JCVI.
- If you are not selected you will be notified by the NHS Appointments Commission.

*We will deal with your application as quickly as possible and will advise you of the likely timetable at each stage.*

**The closing date for receipt of completed application forms is  
14th April 2006**

## GUIDANCE ON THE COMPLETION OF THE APPLICATION FORM

### FORM 1:

#### Part 1: Your personal details

As these are public appointments, basic information about those appointed is made public in a variety of official publications including press releases, the NHS Appointments Commission Annual Report, and the Cabinet Office's database of public appointments on the internet. This information includes:

- Full name
- Date of birth/gender
- Postal town
- Occupation type
- Brief career history/pen picture
- Type and period of appointment
- Remuneration paid
- Details of any ministerial appointments held
- Details of any political activity declared

#### Part 2: References

Your referees will not be approached unless you are invited for interview.

#### Part 3.1: Personal Assessment

Please make sure that you have read the list of specialist and general qualities required for the post and any specific requirements before completing your form and preparing your supporting documentation. Your application should include evidence that you have as many as possible of the qualities required.

#### Part 3.2: Career and experience

It may not always be possible to provide all the information we need in the space available on this application form. You should, therefore, attach a full CV (no more than 2 sheets of A4).

#### Part 4: Declaration of interests

Public bodies are expected to maintain a register of members' interests to avoid any danger of board members being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties. All board members are therefore expected to declare any personal or business interest which 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 which have a direct financial interest, or from being a business partner of, or being employed by, a person with such an interest.)

## **Part 5: Declaration**

### **FORM 2: MONITORING INFORMATION**

## **Parts 1, 2, 3 and 4: Equal opportunities**

We welcome applications from all sections of the community and are particularly anxious to ensure proper representation on boards of women, people from ethnic minorities and disabled people. All appointments are based on merit and the principles of independent assessment, openness and transparency of process.

## **Part 5: Ministerial appointments**

Candidates for appointment are required to give full information about any ministerial appointments they hold. You should also include details of any current NHS board appointments you 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 6: Publication of monitoring information**

Information is collected for monitoring purposes about ethnic origin, disability and political activity to ensure that the appointment process is fair and open. The Department of Health may ask the Appointments Commission to provide statistical information on ethnic origin and disability in response to Parliamentary Questions and other public enquiries. However, in line with Government policy, and in accordance with the provisions of the Data Protection Act, information about the ethnic origin and disability of **individuals** will only be made publicly available with the consent of the person involved. The application form asks individuals whether they are happy for this information to be made publicly available.

## **Part 7: 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 requested as required by the Commissioner for Public Appointments and is used for monitoring purposes only. It is not made available to short-listing or interview panels or to the board of the Commission.

## **Part 8: Declaration**

## **DEALING WITH YOUR CONCERNS**

### **In the first instance**

For queries about your application, please telephone the Recruitment Services Unit on 0870 240 3802

## **If you are not completely satisfied**

We aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you feel that you have any complaints about the way your application has been handled, we would like to hear from you.

Please contact:

Sir William Wells  
Chair  
NHS Appointments Commission  
1<sup>st</sup> Floor, Cheapside House  
138 Cheapside  
London EC2V 6BB

## **Taking it further**

The Commissioner for Public Appointments, Janet Gaymer, regulates and monitors ministerial appointments to public bodies and appointments made to NHS boards by the NHS Appointments Commission.

The Commissioner for Public Appointments has produced detailed guidance which the NHS Appointments Commission is required to follow. If you have reason to complain about the way your application for appointment was handled, you should first direct your concerns to Sir William Wells at the above address.

If, after receiving a comprehensive response you are still concerned, you can write to the Commissioner for Public Appointments at the address below:

The Office of the Commissioner for Public Appointments  
(OCPA)  
35 Great Smith Street  
London  
SW1P 3BQ