

Recruiting & training a multi-disciplinary panel

Aim of this session

Set out our process for recruiting Guideline Development Group (GDG) members. Including:

- Choosing a constituency
- Finding the right members for the group
- Declarations of interest

Role of GDG:

“Convening an effective Guideline Development Group (GDG) is one of the most important stages in producing a NICE clinical guideline. The GDG agrees the review questions, considers the evidence and develops the recommendations. Membership of the GDG therefore needs to be multidisciplinary, comprising:

- healthcare professionals (both specialists in the topic and generalists)
- patients and/or carers
- the technical team (systematic reviewer, information specialist, health economist)”

Recruiting a GDG chair

Chair recruited early – need to recruit before scoping meetings.

Open recruitment process – applications rather than nominations

Decision based on CV, personal statement and panel interview

Practical considerations

Panel are busy, so book time in their diaries early (at least 8 weeks notice)

Give the date of the interview in the advert

Give enough time for stakeholders to publicise the advert (~ 3 weeks)

Qualities of a good chair

- Knows the topic area but not a strong advocate for a particular position
- Commitment to the concept of evidence-based medicine
- Some understanding of systematic review and health economics methodology
- No conflicts of interest

Role of a non-specialist chair

Advantages

- Seen to be entirely impartial
- Has specific skills as a facilitator

Disadvantages

- Unable to help the technical team with clinical knowledge
- Increases reliance on particular GDG members
- Risk of clinical experts on the group feeling marginalised

Choosing the group constituency

- Decision made as scope is being developed
- Determined by the clinical topics to be reviewed
- Stakeholder input
- Importance of lay members
- Full members or expert advisers?

Advert and job description

- Advert sets out the groups we're recruiting (including specialties)
- Also explains time commitment & interview date
- Job description gives more specifics about what's involved and the essential & desirable criteria.
- Criteria form basis of interview

Recruiting lay members

- Similar process to recruiting clinicians
- Complete an application form, not a personal statement
- Different set of essential and desirable criteria (lay members not expected to have clinical knowledge)
- Process administered by Public Involvement Programme at NICE

Qualities of a good lay member

- Personal experience of the condition (even better is experience of different treatment options)
- Able to reflect the views of patients/women more generally
- Interest in all elements of the guideline

Getting the message out

We advertise through a number of routes:

- NICE website
- E-mail to stakeholders
- E-mail to previous group members

If we don't receive applications, we contact

- Previous GDG members
- Relevant professional organisations



Home > Get involved > Join a NICE committee or working group

Get involved

Current NICE consultations

Topic selection

Join a NICE committee or working group

Patients and public

NICE Fellows and Scholars

Stakeholder registration

Contact us

Join a NICE committee or working group

NICE committees and working groups are made up of health and other professionals, patients, carers and members of the public, and technical experts. Current vacancies are listed on this page:

Health and other professionals

Role	NICE committee or working group	Area of NICE	Time commitment	Application deadline
Member	Good Practice Guide for the development and updating of Local Formularies Project Development Group	Medicines and Prescribing Centre	7 months	10 May 2012
Chair	Good Practice Guide for the development and updating of Local Formularies Project Development Group	Medicines and prescribing centre	9 months	10 May 2012
Member	Self Harm quality standard topic expert group	Quality Standards	15 months	18 May 2012
Member	Referral for suspected cancer Guideline Development Group	Clinical guidelines	22 months	30 April 2012
Member	Diagnostic Advisory Committee: Sysmex RD-100i OSNA System	Diagnostics	10 months	25 May 2012
Member	Managing overweight and obesity in adults Programme Development Group (PDG)	Public health	18 months	30 April 2012
Member	Managing overweight and obesity in children and young people Programme Development Group (PDG)	Public health	18 months	30 April 2012

Interviews

- Telephone interviews (25-30 minutes)
- Explore the criteria from person specification
- Identify declarations of interest

Qualities of a good clinician member

- Relevant clinical experience in the topic area
- Good communicator – experience of group work
- Willingness to accept group consensus about the evidence
- Helps if they understand research methodology
- No conflicts of interest

Declarations of interest

- We ask about these to ensure transparent and robust process
- Different categories of interest
- Different actions depending on the interests declared

Paperwork for successful applicants

- Successful applicants asked to complete a number of forms
- Acceptance form
- Confidentiality agreement
- Data protection agreement

Formal training

NICE runs a series of workshops, some for specific group members, some for general interest:

- Chair training
- Lay members
- Health economics



Information

NICE also provides information for
GDG members

http://www.nice.org.uk/media/62F/36/How_NICE_clinical_guidelines_are_developed_4th_edn_FIANL_LR.pdf

<http://www.nice.org.uk/media/903/22/GuideForPatientsAndCarersContributingToANICEGuidelineUpdate.pdf>



More informal training

Depending on experience, we direct GDG members to online resources on evidence-based medicine, including those run by Cochrane Collaboration

<http://training.cochrane.org/>



Ongoing contact with GDG

GDG for both guideline-wide issues and for individual questions

Contacted

- at beginning of evidence reviewing
- at write up of evidence review



GDG Induction packs

Need to get the balance right – want to avoid information overload!

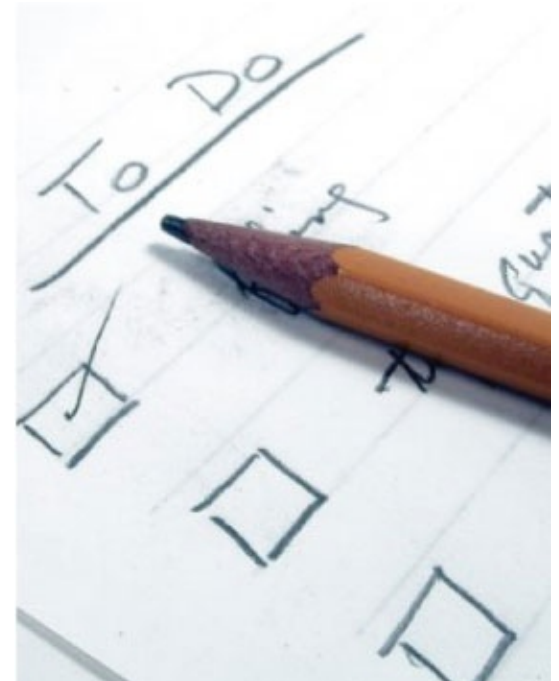
- Administrative information
- Practical information
- Preparation for 1st GDG meeting

Induction Pack

**Click here to
download a copy!**

Preparation for 1st GDG

- ❑ Select review to complete and present
- ❑ Discuss findings of the review with topic group and agree which findings to focus on
- ❑ At pre-GDG meeting with Chair, agree draft of review paper and agenda for meeting (Chair's notes)



Information provided before each GDG meeting

- Draft chapter with evidence review / meta-analysis
- Copy of protocol for review being presented
- Excluded studies table with reason for exclusion
- Evidence table for included studies

Sent out 2 weeks beforehand

Presentations at 1st GDG meeting

- Overview of methodology (NCC-WCH)
- Declarations of interest (NCC-WCH)
- How NICE works (NICE)
- Role of the PIP (NICE)
- Role of the editor (NICE)
- Introductions to the clinical area (GDG Chair)
- Finally a demo of the review process



“take home points”

Essentials for a successful GDG meeting

Before the meeting

- GDG engagement in reviewing process
- Continual GDG / technical team contact
- Manage expectations

During the meeting

- Manage expectations
- Rely on Chair's notes from pre-GDG

