



Job description

Job Title: Research fellow – one year fixed-term contract in first instance

Grade: E

Post Number: NCG289

Department: National Clinical Guideline Centre

Job Context: The Royal College of Physicians of London plays a pivotal role in setting the standards and, through a variety of activities, influences the quality of healthcare practice in hospitals and the community setting. It conducts examinations, carries out training, education and research activities and advises the Government and the professions on health and medical matters.

The National Clinical Guideline Centre (NCGC) is a multi-disciplinary, health services research team. The NCGC is funded by the National Institute for Health and Clinical Excellence (NICE) to develop evidence based guidelines taking account of both clinical and cost effectiveness for the NHS. It delivers a large commissioned work programme of clinical guidelines which provide care standards for healthcare professionals and patients/carers alike. It is a governance collaboration between four royal colleges, the Royal College of General Practitioners, Nursing, Physicians and Surgeons. This enables the Centre to have a wide reach across key professional groups and access to larger clinical and non clinical networks. The NCGC also works closely with the Clinical Standards department at the Royal College of Physicians (RCP), which consists

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of the Health Informatics Unit (HIU), Health and Work Development Unit (HWDU) and the Clinical Effectiveness and Evaluation Unit (CEEU).

For each guideline, there are regular meetings of a guideline development group (GDG) – a group of healthcare professionals and patient representatives – that are supported by the Centre’s technical team, in reviewing evidence and developing recommendations. The role of research fellow is a key contribution to the technical team and to the guideline development group.

For more information about the RCP please see:

www.rcplondon.ac.uk

For more information about NICE please see:

www.nice.org.uk

For more information on the NICE guidelines:

The ‘Technical Manual’ (January 2009) can be found on the NICE website at:

<http://www.nice.org.uk/aboutnice/howwework/developingniceclinicalguidelines/>

The manual has detailed information on the process and methods of guideline development, including the methods for assessment of clinical and economic evidence and decision-analytic modelling.

Purpose and

Scope:

The post-holder will provide systematic review input normally to one guideline, and will be part of the technical team and guideline development group for these guidelines. The key elements of the job include problem solving, critical appraisal and the production of evidence profiles (including meta analysis) tables, evidence statements and presentation of the evidence to the guideline group. As a core member of the NCGC guideline development team, the research fellow will liaise closely with other key members of the technical team

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in sharing the responsibility for commissioned guideline activity. In addition, the research fellow will provide help and advice during peak workloads across the NCGC.

Reports to: Senior research fellow

Works closely Operations director

with: Assistant director

Clinical director

Health economics lead, senior and other health economists

NCGC technical teams

NICE

Other national collaborating centres

Other royal colleges

Major

Responsibilities:

- Complete and participate in systematic reviews for guideline development.
- Present the evidence to the guideline development group.
- Be involved in the development of NCGC methods and methodologies.
- Ensure the governance and quality assurance of work in line with contractual requirements.
- Ensure that the research fellow element of the guideline that he/she is responsible for is delivered to agreed timelines and within budget.
- Assure the integrity of the research fellow component of the nominated guideline meeting publication time lines. The ability to work to tight timelines is essential.
- Provision of methodological, process and work load support of other Research Fellows and members of the technical team. Ensuring methodological rigour of guideline development.
- Participate in the mentoring of new Research Fellows.
- Participate in the dissemination activity of NCGC. This might involve, for example, submission of papers and representation at conferences,

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seminars and other external events and promoting the use of research evidence in the NHS.

- Liaison with teams within the NCGC and other RCP departments to establish the programmes of work within the context of the RCP initiatives e.g. Education, Conference and Publication departments.
- Collaborate and establish network links with other bodies to ensure consideration of wider national remit e.g. National Service Frameworks, Health Technology Appraisals, and the wider NICE programme of work (e.g. NICE technology appraisals, public health guidance, short guidelines programme and the interventional procedures programme).

There is a strong team element to the production of each guideline and close collaboration and liaison with all members of the team is essential.

There will also be the opportunity to attend specialist short training courses to develop his/her skills. There may be other duties that are expected which are commensurate with the level of the post. The post holder will be expected to adhere and comply with the provisions of the RCP's Health and Safety Policy and undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities

Terms and conditions

Salary scale: Grade E

Annual leave: Grades A – E 27 days annual leave plus statutory holidays

Other benefits:

- 35 hour week (positions at Grade F and above may require additional hours commensurate with position)

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- Flexi-time scheme (Grades A-E)
- Pension scheme (defined contribution scheme and death in service benefit)
- Free staff restaurant (lunchtime Monday to Friday working days exclusive of Bank Holidays)
- Enhanced maternity pay (after two years of service)
- Kidsunlimited childcare vouchers
- Individual learning and development needs review
- Occupational health support
- Corporate membership rate at local Virgin Active
- Cycle to Work Scheme
- Use of RCP facilities (eg. library)

In addition to the benefits set out above, the RCP complies with all statutory rights: details of which can be found at <http://www.berr.gov.uk/employment/>

Full details on any of the above benefits can be gained from the HR Department upon request or, following employment, via the RCP's intranet, Parklife.

In consultation with staff, benefits and policies may be reviewed and changed over time.

The RCP operates a no smoking policy.

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Person specification

Position: Research fellow	Job Number: NCG289
Department: National Clinical Guideline Centre (NCGC)	Date: October 2012

General and Professional Education	Application	Interview
<i>Essential</i> Post graduate qualification in a biomedical or health related subject	✓	✓
<i>Desirable</i> Knowledge of the NHS	✓	✓
Technical Competencies	Application	Interview
<i>Essential</i> Systematic reviewing and critical appraisal of health care literature	✓	✓
Healthcare research and clinical effectiveness methodology	✓	✓
<i>Desirable</i> Experience of national guideline work	✓	✓
Experience of meta-analysis	✓	✓
Grade Competencies	Application	Interview

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<i>Essential</i>		
Communicates at all levels and across all disciplines with ease	✓	✓
Takes steps to establish and develop effective relationships	✓	✓
Shares information and intelligence to help others give of their best	✓	✓
Acts with sensitivity in situations where there are different viewpoints which must be respected to make progress	✓	✓
Identifies the purpose of a given communication and adjusts the communication medium and style to the audience	✓	✓
Uses a systematic approach to planning and organisation to ensure tasks and projects are delivered on time and within budget	✓	✓
Uses a range of planning methods and tools consistent with the demands of the task	✓	✓
Juggles priorities to ensure that projects of the highest importance are delivered first (above those that are driven by crisis or pressure)	✓	✓
Uses the features of a range of software systems relevant to work	✓	✓
Keeps information up to date and in a form which can be used by others	✓	✓
Provides and maintains an audit trail for work activities which demand this	✓	✓
Finds ways to sustain momentum on lengthy projects	✓	✓

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Researches, analyses and classifies data so that it can be used for appropriate purposes	✓	✓
Encourages a sense of urgency on critical issues where the need for action exceeds the need for debate.	✓	✓

RCP Generic Competencies	Application	Interview
<i>Essential</i>		
Interacts with staff and other professions with respect for difference and diversity	✓	✓
Adapts to agreed changes and new ways of working positively, effectively and completely	✓	✓
Recognises conflicting demands and takes practical decisions to deal with them	✓	✓
Persists in the face of adversity	✓	✓
Works collaboratively on projects, sharing experience and learning with a common aim	✓	✓
Recognises the needs of others and, where this is practical, offers assistance without being asked	✓	✓
Demonstrates good listening skills through their responses to other people's communication	✓	✓

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Prioritises their workload according to importance and urgency	✓	✓
Demonstrates an ability to work to deadlines	✓	✓
Stays focused on tasks and understands why achievement is important	✓	✓
Sees issues through to delivery to the customer.	✓	✓
Responds effectively and positively to pressure	✓	✓

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