NICE National Institute for
Health and Care Excellence

Adoption and Impact Reference Panel

Terms of Reference

1. Background

The NICE Adoption and Impact Reference Panel is an advisory body to NICE and specifically, the resource impact assessment (RIA) and adoption and impact teams within the NICE Medicines and Technologies programme. The purpose of the panel is to provide rapid and informal feedback and support on tools and resources which are produced and evaluated by the teams. Members of the panel are also asked to provide expert advice on the levers and barriers to implementation of NICE guidance.

The panel is a 'virtual' body consisting of commissioners, clinicians, managers and other stakeholders who are actively involved in planning, delivering, managing or researching health and social care. This is to ensure that a range of relevant expertise is available as well as local perspectives from those likely to be users of NICE guidance and the associated tools and resources.

The panel is formed to help advise on specific resources depending on the needs of the RIA and adoption and impact teams.

Panel members will receive an annual statement which they can use in their professional development portfolio to demonstrate their contribution to the development of NICE guidance.

2. Aim of the Reference Panel

The panel will provide an independent and impartial view on tools and resources that have been developed to support specific guidance topics. Panel members are expected to:

- provide a user perspective (via email or phone) on selected draft resources and other products in line with their stated interests and expertise
- provide expert advice on the levers and barriers to implementation of NICE guidance
- comment on the appropriateness of assumptions and of the approach taken to the development of tools and resources
- advise NICE on the identification of appropriate networks that may assist in the development of tools and resources and wider promotion of NICE guidance.

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3. Eligibility

The panel consists of health and social care practitioners and professionals who are directly employed by:

- the NHS
- a social care provider
- a local authority
- third sector organisation or
- an academic institution.

Members have knowledge and experience in health and/or social care:

- clinical practice
- commissioning
- finance
- management
- planning
- research or
- other care provision.

4. Application and Selection

Applicants are asked to complete an Adoption and Impact Reference Panel membership form to provide contact details, areas and care settings of interest and any specific areas of knowledge or expertise that they would be willing to provide comment on.

On receipt of the application, the panel manager (RIA Support Lead) checks the application to ensure it is complete. All potentially eligible applications are then sent for approval to the Senior Health Technology Adoption Manager and Associate Director for RIA for approval.

If the applicant does not meet the eligibility criteria for the panel they are advised of this and given the reason why.

Successful applicants are then asked to complete confidentiality and declaration of interest forms before being accepted onto the panel.

5. Membership and responsibilities

Members will be given opportunities to contribute to formal consultation exercises for draft tools and resources, **no more than once per quarter**.

It is anticipated that it should take no longer 1 hour to review a document.

Members will also have opportunities to provide rapid and brief informal feedback, no more than once per month and may receive notification of other opportunities more frequently. There are a large number of panel members with a range of experience and skills, therefore the tools and resources are divided amongst panel members according to their stated interests and expertise. This is to try to limit the number of times that members are asked to contribute.

Membership of the panel is for a period of up to 3 years with the option for a further extension. The panel's role and function is also subject to annual review with membership periodically refreshed as required. The panel membership aims to be representative of organisations that would implement and use the tools and resources produced by NICE.

NICE has a continual programme of recruitment for new panel members who can apply online through the NICE webpages.

6. Mode of operation

Communication with members will normally be by email or occasionally by telephone.

Comments given by the panel about tools and resources will either be incorporated or a reason recorded for not including them. A written record is kept of how each comment is dealt with and can be made available to the relevant panel member upon request following publication of the tools. In all cases, NICE will make the final decision about how comments received during consultation are dealt with through its sign off processes prior to publication.

Comments given during discussions about the barriers and levers to adoption during guidance development are used to inform anonymised adoption scoping reports.

7. Confidentiality

Some of the information and draft tools and resources shared with members will be related to NICE guidance that has not yet been published. The content of these and the related draft NICE guidance is therefore "Confidential Information".

Members of the reference panel must agree:

(a) to keep all Confidential Information strictly confidential and, except as expressly permitted, not use, forward, copy in whole or in part or modify or

adapt any Confidential Information in any way without the Institute's prior written consent which may be given or withheld in its absolute discretion;

(b) not to use any Confidential Information for any purpose other than participating in the consultation on the draft implementation tools.

8. Review

The terms of reference will be reviewed and updated annually to ensure it continues to be reflective of the working practices within NICE and the RIA and adoption and impact teams.