# Application form: Member – Confidentiality Advisory Group (CAG)

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| Closing date | Friday 02 February 2018 |
| Closing time | 2pm |
| Submit electronically (*preferred*) to: | HRA.CAG@nhs.net Please make sure you submit the following:* Fully completed application form
* Short CV
* Monitoring form
 |
| Submit hard copy to: | Confidentiality Advice Team Health Research AuthoritySkipton House80 London RoadLondonSE1 6LHPlease make sure this reaches us at least 2 days before the closure date to make sure it reaches the relevant team.  |
| Electronic and paper applications received after this time are unable to be considered further |

## Part 1: Your personal details

|  |  |
| --- | --- |
| Surname |  |
| Forenames |  |
| Title |  |  |  |
|  |  |
| Home address |   |
|  |
| Postcode |  |
| Home contacts | Phone | Mobile |
|  | Fax No | Email |
|  |
| Work/business address(if applicable) |  |
| Postcode |  |
| Work contacts | Phone  | Mobile |
| (if applicable) | Fax | Email |

Which address would you prefer Home Address Business Address

us to use for correspondence?

|  |  |
| --- | --- |
| **Preferred email address \*** |  |

\* Please note that if you are appointed you will need to have regular access to a confidential email account, or be provided with one

## Career history

(NB lay members with no employment history please complete from \*)

Please complete the information below on your career history; if you prefer you may attach a CV (maximum four sides of A4). If submitting a CV it must include details requested under ‘Further information’ below. All applicants must complete Part 2.

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| --- | --- |
| **Your current/last job title** |  |
| **Current/last employing organisation** |  |
| **Please give employment dates and responsibilities of role** | **Dates** | **Responsibilities** |
| **Previous roles:****Please give job title, employing organisation, employment dates and responsibilities for roles for the past 10 years** |
| **Job title and employer** | **Dates to and from** | **Responsibilities** |
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**\*Further Information**

Please give any further information that is relevant to your application explaining briefly what you are able to offer as a member, highlighting relevant skills. This may include any relevant voluntary work, public service or other experience. Expert applicants may wish to detail or attach details of relevant experience. Lay applicants may wish to describe any involvement that they feel is relevant to the role.

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| Please continue on a separate sheet if required |

## Qualifications and relevant training.

Please detail all relevant academic qualifications and training

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| --- | --- | --- |
| **Date** | **Awarding Body** | **Qualification Obtained / Training Attended** |
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## Part 2: Specific requirements for the CAG Member role (shortlisting criteria)

Please read the CAG Member role description and information pack and set out how you meet the criteria below; potential candidates will be shortlisted by the panel against this detail.

Please describe an example of when you used the following skills:

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| 1. Please clearly indicate which category you consider yourself to fall within :
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| **LAY** Member | **Expert** member |
| Skills to understand and analyse applications from medical researchers, NHS and commercial bodies, for access to confidential data and evaluate the governance arrangements, public interest and potential harms to assist the Group in reaching a considered recommendation. |
| Ability to synthesise information and present a relevant, concise and evidenced recommendation to the group orally and in writing. |
| Ability to consider and balance a range of views of members and have the skills to re-evaluate one’s argument, in the light of other persuasive views. and fully support consensual decision making. |
| Good understanding of standards in relation to information governance, confidentiality and consent and the ability to apply relevant principles to individual situations |
| Commitment to facilitating appropriate activities, promoting patient autonomy, information communication practices, and understanding the sensitivities about using confidential patient information without consent to support research or other activities.  |
| Commitment to developing own understanding of the needs of researchers, and research regulation, including research ethics committees, HRA assessors and other approval bodies, together with other non-research uses of patient information, such as national audit and commissioning. |
| Good understanding of, or willingness to rapidly learn, the legal basis of the work of the Group (this includes s251 of the NHS Act 2006 and Health Service (Control of Patient Information) Regulations 2002, Human Rights Act 1998, and information governance in relation to the use of health records. |
| Experience of committee-type work and effective contribution within this environment. |
| Commitment and availability to attend CAG meetings and review proportionate review applications outside the full meeting schedule, and to be aware of time required to develop own learning. |
| Interest in understanding and knowledge of the way the health and social care system works, the information challenges and the broader political environment.  |

## Part 3: References

Please give details of two referees, at least one of whom must be related to your recent professional or volunteer activity. An appointment will not be offered until we have received satisfactory references.

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| --- | --- | --- | --- | --- |
| Name |  |  | Name |  |
| Address |  |  | Address |  |
| Postcode |  |  | Postcode |  |
| Tel No |  |  | Tel no |  |
| Email |  |  | Email |  |
| How do you know him/her? |  |  | How do you know him/her? |  |
| May we approach before interview? | Yes/ No (delete as appropriate) |  | May we approach before interview? | Yes/No (delete as appropriate) |

## Part 4: Declaration of Interests

Please declare any personal, business or professional interests that have potential to conflict with the purpose, role or remit of the CAG or business of the HRA. The purpose of this declaration is to ensure that the functions of the CAG can be exercised free of bias that could affect member independence in providing recommendations, and to ensure public confidence in the independence of the CAG.

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| --- |
| I have no interests to declare/I wish to declare the following interests:\* \* Please delete as appropriate |

## Part 5: Availability for interview

Interviews are likely to take place in London. Please indicate any known dates in March 2018 where you will not be available if the application proceeds to interview.

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## Part 6: Declaration

I hereby declare that the information given in my application is correct to the best of my knowledge. I understand that falsification of information contained on this form may result in my appointment being terminated.

Signature…………………………………………………………………date ………………

**Please check the form has been fully completed.**

**Use of your personal information**

The HRA Data Protection Policy is in line with the requirements of the Data Protection Act 1998. We will store your information for monitoring and audit purposes as follows:

* Your initial contact details will be held for a period of at least 12 months
* If you submit an application the form and any supporting documentation will be held by for at least 12 months.
* Information held electronically, including your contact details and the monitoring information provided will also be held for at least 12 months.
* If you are appointed your personal information will be retained on our database systems for the length of your appointment as a member and for 6 years after the end of your service

If you would like these details to be removed from our records as soon as this recruitment exercise is complete, please write to notify us via HRA.CAG@nhs.net

**Monitoring Information**

Candidates are asked to submit a monitoring form. 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.