

Interventional Procedures Programme

Terms of reference for Professional Experts

Aims of the Interventional Procedures Programme

NICE's IP Programme assesses the efficacy and safety of interventional procedures, with the aim of protecting patients and helping clinicians, healthcare organisations and the NHS to introduce procedures appropriately.

Interventional procedures are those used for diagnosis or treatments that involve incision, puncture, or entry into a body cavity or the use of electromagnetic or acoustic energy.

Interventional Procedures Advisory Committee

NICE guidance on interventional procedures is developed by an independent Interventional Procedures Advisory Committee (IPAC) made up of professionals working in the NHS and people who are familiar with the issues affecting patients and carers. The committee is chaired by Professor Bruce Campbell and meets monthly.

The Interventional Procedures Advisory Committee is assisted by Professional Expert who provide advice and informed opinion about interventional procedures. Professional Expert are clinicians nominated by the professional organisations whose members use particular procedures. Professional Expert are selected because of their knowledge, special interest and experience of the clinical field: their advice compliments findings from research and aids IPAC in its decision making.

Clinicians and others are able to notify procedures to NICE via our website: more information on this process is available at <http://www.nice.org.uk/About/What-we-do/Our-Programmes/NICE-guidance/NICE-interventional-procedures-guidance/IP-notification-form> . NICE consults publicly on all guidance before it is issued. For further details of our process please refer to the Interventional Procedures Process Manual which can be accessed via <http://www.nice.org.uk/Media/Default/About/what-we-do/NICE-guidance/NICE-interventional-procedures/Interventional-procedures-programme-process-guide.pdf>

Professional Expert Appointments

Professional Expert are appointed to the programme for a term of 3 years. This term is renewable and will automatically be restarted every time the adviser is re-nominated. Professional Expert are asked to complete and return a personal data form providing details of name, job title, mailing address, email, telephone, Specialist Societies and specialist interests.

In line with NICE's aim to be transparent the name of each Professional Expert and their Specialist Society will be published on the website <http://www.nice.org.uk/Get-Involved/Meetings-in-public/Interventional-Procedures-Advisory-Committee/Members> and in the procedure overview. A copy of each completed piece of Professional Experts is sent to the nominating specialist society if requested.

In order to comply with the Data Protection Act, Advisers are also asked to sign and return a Data Protection form which agrees that their details may be held electronically.

Transparency is an important principle of NICE work and therefore the information you submit in your questionnaire will be retained and used by the NICE and its advisers for the purpose of developing its guidance and may be passed to other approved third parties. Your name and specialist society will be published in NICE publications and on the NICE website. The Professional Experts questionnaire will be published in accordance with our guidance development processes and a copy will be sent to the nominating Specialist Society. Please avoid identifying any individual in your comments

The role of Professional Experts

New procedures often have potential risks and benefits that are not yet fully described in the scientific literature. Professional Experts provide insight into these aspects of a procedure, sometimes supported by their accounts of clinical experience which complement the often limited published evidence.

Professional Experts may be asked to advise the IP Programme team and/or IPAC on the following aspects of individual procedures within their area of expertise or knowledge:

- the relevance to the Programme's remit of procedures notified to the Programme
- preparation of the procedure's scope and overview
- the development of an audit tool for the procedure where appropriate
- the development of a lay version of the guidance.

As a rule, requests for Professional Experts to each individual Adviser are infrequent. Requests for Professional Experts are sent by email in the form of a questionnaire. Professional Expert may either complete the proforma online via <http://www.nice.org.uk/About/What-we-do/Our-Programmes/NICE-guidance/NICE-interventional-procedures-guidance/IP-specialist-adviser-form> or using the attached proforma (Word document). Professional Experts are given the option to receive this proforma in hard copy if they prefer.

Professional Experts are asked to complete the questionnaire within one week of the request date. We ask that Professional Experts answer the questions based on their current knowledge; there is no need to undertake any specific research or review of the procedure. However additional literature may also be submitted.

We acknowledge that Professional Experts may not be aware of a procedure or may not feel confident that they have adequate knowledge or experience in a particular procedure to provide advice. In these cases we would ask the Professional Expert to tell us immediately (within 2 working days if possible).

Occasionally we may wish to contact Professional Expert for further advice, either by correspondence or by telephone. Exceptionally NICE may ask Professional Expert to attend a meeting of IPAC to offer advice about a procedure.

Conflicts of Interest

Professional Expert to the NICE Interventional Procedures Programme should note that under NICE's Code of Practice for Declaring and Dealing with Conflicts of Interests¹, if

¹ Introduced in May 2007
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they have a **personal specific pecuniary interest** (see section 2 of Conflicts of Interest policy) or a **personal family specific interest** (see section 3 of policy) in a procedure, they can offer advice to the Committee on that procedure at the discretion of the Committee Chair. The purpose of this is to preserve transparency and ensure that the development of NICE's Interventional Procedures guidance continues to be informed by the best available clinical advice.