

Advisory Committee on Clinical Excellence Awards

# NHS Consultants' Clinical Excellence Awards Scheme

2009 Awards Round



## Guide for Applicants

This guide is available online at the ACCEA website  
[www.advisorybodies.doh.gov.uk/accea](http://www.advisorybodies.doh.gov.uk/accea)

The on-line national awards application system is available at  
[www.nhsaccea.dh.gov.uk](http://www.nhsaccea.dh.gov.uk)

Published July 2008

**Please note: All applications for national awards must be submitted by 5pm on 19th December 2008**

## Preface: What does this guide cover?

This guide is for NHS consultants and Academic GPs, applying for a Clinical Excellence Award.

It explains how the Scheme works, who is eligible and how to apply. It also explains how your application will be considered, and what to do if you want to appeal against the decision.

Please use it as background information, and as a reference guide while completing your application. **You will not be able to complete this without the guide, so it is essential that you read it.**

This guide should be applied in conjunction with the Department of Health policy document, published in August 2003. You will find this at <http://www.advisorybodies.doh.gov.uk/ACCEA/annual.htm>

You will also find a code of practice and a set of frequently asked questions about the Scheme at [www.advisorybodies.doh.gov.uk/ACCEA](http://www.advisorybodies.doh.gov.uk/ACCEA)

# Contents

## **Part 1: Introduction**

- > The Clinical Excellence Awards Scheme 4
- > How does the Scheme work? 4
- > What does the Scheme reward? 5
- > How will your application be assessed? 6
- > About the ACCEA and supporting committees 6

## **Part 2: Eligibility**

- > Who can apply for an award? 8
- > Eligibility for progression 10
- > Consultants and Academic GPs nearing retirement 11
- > Who is not eligible to apply for awards? 11

## **Part 3: The application process**

- > Making an application 12
- > Support for your application 12
- > How do appraisals fit into the process? 13
- > Deadline for applications 13
- > Applying for a national award 14
- > Arrangements for applicants employed by the NHS in Wales 16
- > Applying for an employer-based award 16
- > Things to remember when applying 16

## **Part 4: Assessment criteria**

- > Highlighting your achievements 18
- > What sort of information should you include? 18
- > Additional information for Domains 3, 4 and 5 24

## **Part 5: Appeals**

- > Grounds for an appeal 25
- > Appeals for national awards 25
- > What happens if your appeal is successful? 26
- > Appeals for employer-based awards 26

# Part 1: Introduction

## **The Clinical Excellence Awards Scheme**

**1.1** The Clinical Excellence Awards recognise and reward NHS consultants and academic GPs who perform 'over and above' the standard expected of their role. Awards are given for quality and excellence, acknowledging exceptional personal contributions.

**1.2** To be considered for an award, you will have to demonstrate a commitment to delivering high quality patient care, and to the continuous improvement of the NHS.

**1.3** The Scheme is administered by the Advisory Committee on Clinical Excellence Awards (ACCEA). It is managed on the Committee's behalf by a full-time secretariat that is currently part of the Department of Health.

**1.4** The Clinical Excellence Awards Scheme continues to take account of the good practice developed by the Distinction Awards and Discretionary Points schemes that preceded it. If you already hold either of these, you can still apply for a Clinical Excellence Award – see page 8 for more details.

## **How does the Scheme work?**

**1.5** There are 12 Levels of award. Levels 1-8 are awarded locally and Levels 10-12 (Silver, Gold and Platinum hereafter) are awarded nationally.

Level 9 can be awarded locally or nationally. To avoid confusion, this guide will always refer to the national Level 9 award as Bronze.

**1.6** Applicants may apply for both a national Bronze and an employer-based Level 9 in the same year. If an applicant finds out, they have been successful at the employer-based level, before the national recommendations are made, they must let the secretariat know, to avoid duplication. There is no difference, financially or otherwise, between the two awards.

**1.7** ACCEA and its regional sub-committees recommend individuals for Bronze, Silver, Gold and Platinum awards. Applicants for Levels 1-9 are recommended by employer-based committees.

**1.8** ACCEA monitors the employer-based scheme and publishes an annual report on the awards that includes information on their distribution.

**1.9** There is a core application form for all the awards, which means everyone who applies has the same opportunity to highlight their contributions.

**1.10** For national applications, this must be completed online. Anyone applying for an employer-based award will need to download and complete the form, then submit it through their employer's processes.

### **What does the Scheme reward?**

**1.11** The Scheme rewards individuals who perform over and above the standard expected of a consultant or academic GP in their post, and who locally, nationally or internationally:

- > demonstrate sustained commitment to patient care and wellbeing, or improving public health;
- > sustain high standards of both technical and clinical aspects of service whilst providing patient-focused care;
- > in their day-to-day practice demonstrate a sustained commitment to the values and goals of the NHS, by participating actively in annual job planning, observing the private practice Code of Conduct and showing a commitment to achieving agreed service objectives;
- > through active participation in clinical governance contribute to continuous improvement in service organisation and delivery;
- > embrace the principles of evidence-based practice;
- > contribute to knowledge base through research and participate actively in research governance;
- > are recognised as excellent teachers and/or trainers and/or managers;
- > contribute to policy-making and planning in health and health care;
- > make an outstanding contribution to professional leadership.

**Please note: consultants and academic GPs applying for awards are not expected to meet every objective.**

The Scheme aims to be completely open, and offer every applicant an equal opportunity. Individual applications are considered on merit and how competitive they are, but the Awards are also monitored to ensure there are no significant differences in quality between successful applications. The Annual Report of ACCEA records the conclusions of this monitoring.

### **How will your application be assessed?**

**1.12** Standard guidelines are used when recommending applicants for every level, and all awards are assessed against the same strict criteria. These criteria are set out in Part 4 of this guide, and there is also guidance for assessors on how to judge applications against these criteria, which you can view at: <http://www.advisorybodies.doh.gov.uk/ACCEA/annual.htm>.

The criteria apply to all levels of award, but take account of achievements possible at different stages of a consultant or academic GP's career.

**1.13** The sub-committees and employer-based committees measure achievement within the parameters of an individual's employment, and recognise excellent service over and above the normal delivery of job plans including the quality of delivery of contractual duties.

**1.14** ACCEA receives additional advice from specialist societies and 'national nominating bodies' on the quality of applicants' work. A separate guide has been produced for these 'nominators'. They produce ranked lists indicating their views of the relative merits of those applicants who have asked to be considered by them.

These rankings are one of the pieces of evidence used by sub-committees to help evaluate applications. The lists are also considered by the Chair and Medical Director, when preparing the recommendations to go to the main Committee.

### **About the ACCEA and supporting committees**

**1.15** The Advisory Committee on Clinical Excellence Awards (ACCEA) is a non-departmental public body. It issues guides to the Scheme (such as this document), setting out the detailed criteria against which applicants will be assessed. The Secretariat to the Committee administers the application and assessment process for national awards.

**1.16** The Committee advises Ministers on award nominations proposed by the Chair and Medical Director, and based on recommendations from sub-committees and national bodies.

### *Regional sub-committees*

**1.17** There are 13 regional ACCEA Sub-Committees. They are based on the boundaries of the Strategic Health Authorities for the different regions. London is split into three, while the North West is subdivided into two to make these areas manageable. There is also a committee covering Wales and a DH Committee considering those who are seconded to the Department of Health or who work for Arms Length Bodies.

**1.18** The Sub-Committees consider all applications from consultants and academic GPs in their area. They then produce a shortlist for the Chair and Medical Director to consider, for submission to the main Committee.

Committee members come from a wide range of backgrounds, with experience and expertise in numerous areas. They will come to a collective decision on who to shortlist for awards.

### *National nominating bodies*

**1.19** The Chair and Medical Director also consider the applications of all those consultants who have been nominated by accredited national bodies, such as the Medical Royal Colleges, the British Medical Association, Medical Women's Federation and the British International Doctors Association. Those bodies are invited to submit a ranked shortlist in a similar way to that produced by the sub-committees. They are then considered, in consultation with the relevant sub-committee, for submission to the main Committee.

A list of national nominating bodies is published on the ACCEA website.

### *Employer-based committees*

**1.20** Every year, each NHS organisation, employing consultants eligible for an award, appoints an employer-based awards committee.

**1.21** These will contain between 10 and 15 people, including consultants, management representatives and lay members.

**1.22** Smaller organisations have the option of linking with a neighbour if they do not have enough people to form a viable committee. ACCEA recommends that employers should aim to ensure their committees cover at least 50 eligible consultants – combining with other organisations, where necessary, to achieve this.

## Part 2: Eligibility

### Who can apply for an award?

2.1 You can apply for a Clinical Excellence Award if you are:

a) A **fully-registered medical practitioner**, who is included on the specialist register of the GMC, been appointed as a consultant and who has at least one year's experience at consultant level on 1 April in the award year, holding a medical or dental qualification, and employed by organisations such as:

- > Strategic Health Authorities.
- > Special Health Authorities.
- > NHS Trusts (including former special hospitals).
- > NHS Foundation Trusts.
- > Primary Care Trusts.
- > National Institute for Clinical Excellence.
- > The Department of Health (where you retain NHS terms and conditions of service).
- > The Health Development Agency.
- > The National Blood Service.
- > Universities.
- > Medical and Dental Schools.
- > The Medical Research Council.
- > Other bodies occasionally approved as proper employers of consultants for NHS purposes.

b) An **academic general practitioner (GP)** holding substantive contracts of employment as a clinical academic at the equivalent of senior lecturer level or above, with a higher education institute and/or the Medical Research Council.

You will only be eligible if your employer considers that your duties and responsibilities equal those of consultant clinical academic staff.

You can apply for awards, provided you:

- > are registered;
- > work at least half your hours as an academic GP;
- > are a practising clinician providing some direct NHS services;
- > undertake at least five programmed activities or equivalent sessional time that benefits the NHS, including teaching and clinical research.

c) A consultant who holds an **honorary NHS contract**. Eligibility for awards is defined in the contribution made to the NHS, using wider terms than direct patient care. You must have undertaken at least five programmed clinical activities or equivalent sessional time of benefit to the NHS, including teaching and clinical research.

Whole-time clinical teachers and research workers with fewer than five programmed activities (or equivalent), considered beneficial to the NHS, may be eligible for a proportion of the award. For more details, see <http://www.advisorybodies.doh.gov.uk/accea/transition-matrix.pdf>

d) A **consultant subsequently employed as a dean in medicine and dentistry**, on the basis of your work in this post.

e) A **consultant working as an NHS Trust clinical or medical director**. Awards committees will assess your clinical work and contribution over and above expected duties.

If you are a consultant almost exclusively in medical management, you remain eligible for awards provided that you have an active consultant contract to ensure you continue to be eligible for appropriate revalidation by the General Medical Council.

Consultants who move out of medical management into general management without a specific clinical leadership role are not eligible for clinical excellence awards.

As a consultant in an NHS Trust, you can apply for a Bronze, Silver, Gold or Platinum Award, whether you are subject to nationally determined terms and conditions of service or have agreed terms with an individual trust.

ACCEA is pleased to recognise contributions, over and above the contractual expectations, by NHS Consultants and Academic GPs to military medical and dental services. Applicants who are members of the Reserve Forces are encouraged to seek a citation from the Ministry of Defence via their Commanding Officer. Applicants who are Civilian Advisors to the Ministry of Defence are encouraged to seek a citation from the Surgeon General of the Ministry of Defence.

### Eligibility for progression

2.2 If you already hold Discretionary Points or a Distinction Award and successfully apply for a Clinical Excellence Award, you will no longer receive payment from your previous Points or Award.

The guidelines for applying for a higher level award are as follows:

You already hold:	You can apply for:
Discretionary Points or Level 1-8 Award	Bronze Award through the national process <b>and/or</b> Level 9 from your employer
Bronze Award or Level 9 Award	Silver Award
Silver Award	Gold Award
Gold Award or an A Distinction Award	Platinum Award
B Distinction Award	<b>Either a Silver or Gold Award</b> (see below*)

\*If you hold a B Distinction Award you may apply for either a Silver or a Gold Award. The normal progression would be from B to Silver. Consultants who are considering applications for a Gold Award are encouraged to discuss the appropriate level with ACCEA's Medical Director.

### **Consultants and academic GPs nearing retirement**

**2.3** Clinical Excellence Awards ensure that distinguished and experienced consultants are properly recognised and rewarded while continuing to work for the NHS. While there is no upper age limit for applications, ACCEA aims to reward continuing, sustained contributions, and so does not expect applications from consultants or academic GPs intending to retire in the near future.

### **Who is not eligible to apply for awards?**

**2.4** You are not eligible for an award if you are a locum consultant, or a consultant working exclusively in a general management position (such as chief executive or general manager) without a specific clinical work under a separate contract.

## Part 3: The application process

### **Making your application**

**3.1** You must complete your own application form – nobody can submit one on your behalf.

**3.2** If you are applying for a national award (Bronze, Silver Gold or Platinum), you will need to complete your application online at the ACCEA website at [www.advisorybodies.doh.gov.uk/ACCEA](http://www.advisorybodies.doh.gov.uk/ACCEA)

You can download copies of the forms, to refine your responses, before completing the actual forms online. To do this, go to <http://www.advisorybodies.doh.gov.uk/ACCEA/forms.htm>

**3.3** When applying for a national award, you need to specify in which trust/organisation you are based, to ensure your application is considered by the correct sub-committee. If you list the wrong trust/organisation, your application will be sent to the wrong sub-committee and you will not be considered for an award.

**3.4** For employer-based awards, you will need to download the application forms from the ACCEA website and then complete them. Please speak to whoever is responsible for administering the awards where you work, as they may already have the forms ready for you to complete. They will also be able to tell you how they will be managing the award round in your trust.

**3.5** The font size and the character count has been preset for all application forms to ensure all applicants have the same opportunity to present evidence of excellence. It is important you do not change these, as your application will not be considered if you do.

### **Support for your application**

**3.6** Any individual, university or professional body may support your application. To do so, they must write and submit a citation.

**3.7** For national awards, this must be done online at the ACCEA website, [www.advisorybodies.doh.gov.uk/ACCEA](http://www.advisorybodies.doh.gov.uk/ACCEA)

For employer-based awards, this can be done by downloading and completing the citation form from the ACCEA website.

We will not accept applications for national awards without a supporting employer's statement (citation) from the Chief Executive. You should explain this to your employer if, for any reason, they have not completed Part 2 of the application on your behalf.

**3.8** As employer-based committees should be familiar with your work, they may not need citations when assessing applications. So the Chief Executive (or Medical Director) does not need to complete the employer's statement for Level 1-9 applications, although the option to do so is available.

**3.9** If you are employed by a university, the employer's statement should be completed by the Chief Executive of the trust where you hold your Honorary Contract). You may wish to ask your university to complete a citation, so it can comment on the significance of your contribution.

### **How do appraisals fit into the process?**

**3.10** To be eligible for an award you must take part in an annual appraisal exercise. It is your employer's responsibility to confirm whether you have done this in the 12 months before your application.

ACCEA does not need information about the appraisal itself. But you will not be eligible for an award unless your employer confirms that you have undertaken a satisfactory appraisal, fulfilled a job plan, met contractual obligations and complied with the private practice code of conduct. It is important that you explain this to your employer, if they are delaying for any reason.

### **Deadline for applications**

**3.11** All applications and supporting documents for national awards must be submitted by 5pm on the 19th December 2008. **It will not be possible to submit an application after this time under any circumstances.**

**3.12** For employer-based awards the timetable is for local agreement, but the recommended timetable is as follows:

- > All applications and supporting documents to be with the trust awards administrator by 30 November 2008.
- > The employer-based award committees to consider applications in December 2008/January 2009.

- > ACCEA and successful applicants to be notified in January 2009.
- > Appeals to be lodged by 31 March 2009.
- > Awards to be paid from 1 April 2009.
- > Annual Report to be with ACCEA by 31 May 2009.
- > Publish information on distribution of awards and names of award holders by 31 May 2009.

### **Applying for a national award (Bronze, Silver, Gold or Platinum)**

**3.13** To apply for a national award, you must complete your form online at the ACCEA website: [www.advisorybodies.doh.gov.uk/ACCEA](http://www.advisorybodies.doh.gov.uk/ACCEA). Complete part 1 of the form, before sending it to your employer, so they can fill in part 2.

**3.14** Please follow the steps below when applying. You will need to complete each section and so you cannot submit your application to your employer without completing all the sections, but you can move between sections and amend them up until you submit to your employer. We recommend that you save your work at least every 20 minutes, in order to avoid being 'timed out' and losing any unsaved work.

**Step 1: Register** to receive your user ID and a link to enter your password via email. This user ID will remain valid for future years.

**Step 2:** Log-in and complete the **Applicant's Details** section of the website.

**Step 3:** Complete the **Qualification Details** section. Include the year you began at consultant grade and your accredited specialty.

**Step 4:** Complete the **Employment Details** section. List your employers (most recent first), including number of Programmed Activities/sessions per employer and any consultant appointments.

**Step 5:** Complete the **Personal Statement** section. Give four points summarising your case for an award. Focus on your most significant achievements and most important examples of local, national and international work. If you have any current or recently concluded complaint(s) against you, you should include them here.

If you already hold an award, you should concentrate on achievements since receiving it.

**Step 6:** Complete the **Job Plan** section. Summarise your job plan, with programmed or other activities relevant to NHS, as agreed with your employer. Indicate whether this work is paid or unpaid and describe your working week for each post you hold, e.g. consultant surgeon, clinical director, senior lecturer, or specialist society officer (this is not a comprehensive list).

**Step 7:** Fill in the **Domain** sections, highlighting your achievements over and above contractual expectations. You need to complete all the domains.

There is more space available for some of the domains, if you would like to highlight additional work you have done in these areas.

See pages 14-18 for more information about completing the domains, including how to include additional detail in Domains 3-5.

**Step 8:** Check you have completed all relevant sections in the **Verification of Completion** section. Make sure you save your work.

**Step 9:** When you have completed all sections of **Part 1** of the online application form, it needs to be submitted to your employer so they can complete **Part 2** – the Employer’s Statement. Once this is done your application will become read-only and you will not be able to make any further amendments.

To submit this to your employer, you should enter your Chief Executive’s email address. Your employer will then receive an email containing their user details, and they can access your full application form online to complete Part 2. If they find a mistake with your application they can return it to you to correct and resubmit to them. Please ensure that you allow enough time for your Chief Executive to assess, score and submit your redrafted application back to you before the ACCEA deadline.

**Step 10:** Once your employer has completed Part 2, they will submit your application back to you and you will then be able to view Part 2 in a ‘read-only’ format. If you are content with your application you should then press **Submit to ACCEA** to complete the process.

### **Arrangements for applicants employed by the NHS in Wales**

**3.15** Applicants employed by NHS organisations in Wales must apply by accessing the Welsh ACCEA website at: <http://www.wales.nhs.uk/page.cfm?OrgID=1&PID=3928>

They should download the application form and accompanying optional forms in Word format and must send them, when fully completed, to the Welsh ACCEA Secretariat at: [ian.owen@wales.gsi.gov.uk](mailto:ian.owen@wales.gsi.gov.uk).

All citations must also be sent in this format. All applications/citations/ranked lists must be received in the Welsh secretariat by the closing date, which is 5pm on Friday 19th December 2008.

### **Applying for an employer-based award (Levels 1-9)**

**3.16** For the employer-based awards, you must complete the same form. However, rather than filling in the form online, you will need to download it from the ACCEA website before completing it. Once you have downloaded the form, follow steps 2-8 from page 12 – saving the completed documents. You will not need to log-in and complete the form on-line.

**3.17** When you have completed all parts of the form, pass it to your trust administrator, along with the employer's statement if you are including one, plus any citations.

### **Things to remember when applying**

**3.18** When making your application, please bear in mind the following:

- > Whether completing the form online, or using a printed version, make sure it is intelligible to all those who are going to assess the application. Remember that people reading the application may not know you.
- > When filling in the form:
  - > follow the steps given in this guide;
  - > write names of societies, groups, etc in full;
  - > remain within box word limits;
  - > use a new line for each entry, giving dates for the activities.

- > Do not change the font when completing your application.
- > For national applications, you will not be able to submit incomplete forms, and your application must include an employer's statement.
- > Do not sign your application electronically, as this may corrupt the forms.
- > If you are applying nationally, you must inform ACCEA on the application form of any current or recently concluded complaint against you, or at any time after it has been submitted, if you become the subject of a subsequent complaint. We will take note of any disciplinary process underway and await the outcome so that appropriate action can be taken. ACCEA will assume you are innocent unless proven guilty. Your application will be processed as normal without regard to the complaint until it is concluded, when the outcome will be taken into account.

## Part 4: Assessment criteria

### Highlighting your achievements

**4.1** You will need to highlight your achievements on the **Domain** section of the online application form. Your application will be assessed based on your achievements in these key areas.

As you complete this part of the application, please bear in mind the following:

- > You need not demonstrate achievement over and above expected standards in all five domains to be worthy of an award. Much will depend on the type and nature of your post. It is possible to win a national award, based on an excellent local contribution.
- > Use the domains to draw attention to the most important examples of your local, national and international work.
- > Make sure you show when achievements started and ended, or if they are continuing.
- > Do not include evidence submitted for an earlier award, unless it illustrates how initiatives have been further developed. This condition may be relaxed with employer-based award applications, when the interval between gaining awards can be shorter and you could expect some overlap with achievements.

Domains are scored by committee members using the following ratings:

- |                                                         |    |
|---------------------------------------------------------|----|
| > Excellent                                             | 10 |
| > Over and above contractual commitment                 | 6  |
| > Meets contractual commitment                          | 2  |
| > Has made no assessable commitment                     | 0  |
| > Assessor is not judging this domain for any applicant | U  |

### What sort of information should you include in each domain?

**4.2** There are five domains, and you should group your achievements accordingly. The following pages show some examples of the type of information you might want to include in each domain, and the criteria against which your application will be assessed.

More specific guidance on scoring is provided to assessors. You can read this by downloading the Guide for Assessors from the ACCEA website at [http://www.advisorybodies.doh.gov.uk/ACCEA/accea\\_2009\\_assessors.pdf](http://www.advisorybodies.doh.gov.uk/ACCEA/accea_2009_assessors.pdf)

## **Domain 1 – delivering a high quality service**

### **4.3 Give evidence here of your achievements in delivering a service which is safe, quality assured, and where opportunities for improvement are consistently sought and implemented.**

This could, for example, cover the following:

- > Excellence in delivering your professional commitments. You may refer to validated performance or outcome data. Present this comparatively, and/or with external or peer review reports assessing the quality of your service.
- > Exemplary standards in dealing with patients, relatives and all grades of medical and other staff. Here you may refer to validated patient or carer surveys, or service feedback.
- > Excellence in team leadership for which you take sole, rotational or shared responsibility.
- > A leadership role in relation to clinical governance.

On a separate line, give any evidence of the quality and quantity of your service arising out of audit or assessment by patients, peers or outside bodies. For example:

*“As a physician I have personally done six clinics a week. Since 2004, I have also done two additional monthly clinics, meeting defined national standards, dedicated to ankylosing spondylitis.”*

*“Since 2002 I have anaesthetised increasing numbers of patients, each year, to prepare them for elective aortic aneurysm surgery. There have been no complications and no increased length of stay in intensive care.”*

*“As a general surgeon I do two clinics and three operating sessions a week, matching very well with national outcome measures. I am also on call for emergencies 1:4.”*

## **Domain 2 – developing a high quality service**

### **4.4 Give evidence here of how you have significantly enhanced clinical effectiveness (the quality, safety and cost effectiveness) of your local service(s) or related clinical service widely within the NHS.**

Where possible, give audit or research evidence showing you have improved effective clinical outcomes. You need not have carried out these audits or research yourself. Indicate the developments you have been responsible for, either alone or in a team, with evidence that these have been of high quality and benefit. Do this separately for each post you hold.

This could, for example, cover information about the following:

- > Developing and completing relevant audit cycles leading to demonstrable service improvements.
- > Developing and/or applying tools to determine barriers to clinical effectiveness and their resolution.
- > Developing and/or applying strategies to implement evidence based practice with demonstrable evidence of take up.
- > Analysis and management of risk; this may include examples of specific improvements, reduced risk or enhanced safety.
- > Improved service delivery, with a demonstrable effect. For example, how has your service become more patient-centred and accessible?
- > Innovation in service delivery, with a demonstrable effect. Is there evidence of improved outcomes or the introduction of major prevention, diagnosis, treatment innovations or care models?
- > Development of new health or healthcare plans or policies.
- > Major reviews, inquiries or investigations.
- > National policies to modernise health services or professional practice.

### **Domain 3 – leadership and managing a high quality service**

#### **4.5 Give evidence of how you have made a substantial personal contribution managing a local service, or national/international health policy development.**

Include, for example, information about any change management programme you have led, with evidence that it has improved service effectiveness or efficiency.

You should also list any posts you have held:

- > in your trust (e.g. medical director, clinical director, lead clinician or other recognised positions);
- > in your strategic health authority area (e.g. chair or secretary of a standing committee or task force or special adviser);
- > nationally or internationally (e.g. officer of committee, task force, college, specialist society or other employing organisation);
- > in relation to managing clinical research projects at local, regional or national levels.

For each post, use one sentence to give evidence of outstanding contributions you have made. ACCEA recognises the quality of contributions made in a particular post, rather than the holding of that post in itself.

Just being a member of a committee will not usually be accepted as sufficient evidence of an awardable contribution. If you wish such membership to be considered, you must indicate why on your application. ACCEA is aware that membership of some national or international boards or advisory bodies is itself recognised as a marker of high professional status, but we recommend you still give evidence of your contribution.

Do not include educational responsibilities, such as chair of a training committee. These should be entered in Domain 5.

## **Domain 4 – research and innovation**

**4.6** Use this section of the form to outline your research aims and activity in one sentence – e.g. *“my research is clinically orientated and addresses problems arising due to chronic pulmonary disease.”*

On a separate line, detail what you have achieved to date and what you hope to achieve, with supporting evidence, such as:

- > grants held;
- > your contribution to the research and supervision of others;
- > other markers of standing in your chosen research field(s) such as office bearer of learned societies or visiting professorships;
- > peer-reviewed publications, chapters or books written/edited – please indicate editorial activity;
- > significant participation in multi-centre research studies, e.g. high levels of recruitment to clinical trials;
- > actual or potential impact of the research on health service practice, health service policy or on the development of health services;
- > new techniques or service models that you have developed and which have been adopted by others.

## **Domain 5 – teaching and training**

**4.7** For some applicants, teaching and training will form a major part of their contribution to the NHS, over and above contractual obligations.

Give evidence of excellence that relates to:

- > **Quality of teaching** – any medical undergraduate teaching, evidence of student feedback and other forms of teacher quality assessment that show students' views.

- > **Leadership and innovation in teaching** – might include:
  - > developing a new course;
  - > innovative assessment methods;
  - > introducing new learning facilities;
  - > authorship of successful text books or other teaching media;
  - > a contribution to postgraduate education and life-long learning;
  - > contributions to teaching in other UK centres or abroad.
  
- > **Scholarship, evaluation and research contributing to national or international leadership in the educational domain** – might include:
  - > presentations;
  - > invitations to lecture;
  - > peer-reviewed and other publications on educational matters;
  - > a contribution to education of other health and social care professions.
  
- > **Institutional success in regulatory body and quality assessment audits** of teaching in which you have played a key role. This could include under- or postgraduate examinations or supervision of postgraduate degree students.
  
- > **Evidence of personal commitment to developing teaching skills** – Higher Education Academy membership, courses completed etc.
  
- > **Evidence of unusual teaching and educational commitment** and workload not recognised in other ways.

You will not be expected to include examples in all of these categories.

### **Additional information for Domains 3, 4 and 5**

**4.8** For Domains 3-5, you will have an opportunity to include additional material to support your application, if you have been particularly active in a specific area.

**4.9** If you are applying for Levels 1-9, Bronze or Silver, you can include additional information for Domain 3 **or** Domain 4 **or** Domain 5. For Gold applications, you can select **two** from Domains 3, 4 and 5. If you have been particularly active in these areas, choose the one/s in which you have made the most significant contribution.

**4.10** For Platinum applications, you also have the opportunity to select **all three** Domains in which to include extra information.

**4.11** When completing these domains online, you will be given the option of completing the additional information and submitting this with the form.

## Part 5: Appeals

### Grounds for an appeal

**5.1** Inevitably, some applicants will be disappointed with the final outcome of the awards. You cannot, of course, appeal simply because you disagree with the collective judgement of ACCEA or your employer's award committee. However, where procedures have not been followed, or there is evidence of the process not being objective, you may appeal for a review.

The following would be considered grounds for an appeal:

- > The relevant committee did not consider material duly submitted to support an application (i.e. application and citations).
- > Extraneous factors or material were taken into account.
- > Unlawful discrimination based on, for example, gender, ethnicity, age.
- > Established evaluation processes were ignored.
- > Bias or conflict of interest on the part of a committee.

**5.2** Any appeal, for national or employer-based awards, must be lodged within four weeks of the award winners being announced.

### Appeals for national awards

**5.3** Appeals against decisions about national awards (Bronze, Silver, Gold and Platinum) are handled by ACCEA.

**5.4** To appeal, you should put in writing, or email, a review request – stating why you believe the process followed by a committee was unfair.

**5.5** ACCEA will seek to resolve any concerns informally, but you retain the right to proceed with a formal appeal. If you do, ACCEA may request a restatement of why you continue to believe the processes were unfair, to ensure only unresolved issues are examined.

**5.6** Where concerns cannot be resolved informally, a panel of people previously uninvolved in your application will consider the appeal. The panel will include a professional (medical or dental), an employer and a lay member as chair. They will look at your complaint, the documents setting out prescribed procedures, and a written statement of the procedure actually followed by the committee in question.

**5.7** You will have access to all documents for consideration by the appeal, and you will have the chance to make further representations in writing.

**5.8** Appeals panels will usually proceed on the basis of the paperwork, without hearing oral evidence or representations. However, the chair of the panel will consider any written applications for an oral hearing.

### **What happens if your appeal is successful?**

**5.9** The panel may determine what action follows if your appeal succeeds. If the panel is not able to suggest a specific resolution, the relevant committee will be asked to reconsider the case, taking into account the panel's findings.

### **Appeals for employer-based awards**

**5.10** Appeals against decisions of employer-based committees are initially handled by employers, according to local grievance or Clinical Excellence Awards procedures. ACCEA would only become involved if cases remained unresolved.

**5.11** If you have applied for an employer-based award, and feel the ACCEA process has not been followed, you can lodge a complaint to the Chair of the Employer-Based Awards Committee. This should be sent in writing, detailing the reasons why you think the procedure was not correctly followed.

**5.12** As with the national awards, the Committee will try to find an informal resolution. If this is unsuccessful, the Chair will arrange for a small panel of people, not previously involved in considering your application, to investigate. This panel will contain a professional and an employer, and will be chaired by a lay member.

**5.13** Once the investigation is complete, your employer will write to you and report the panel's findings.

**5.14** If you are dissatisfied with the outcome of the appeal, you can appeal again by writing to Head of the ACCEA Secretariat. This must be done within four weeks of receiving the written decision from your employer, and you must explain your initial complaint and why you are unhappy with the resolution.

**5.15** The Head of the ACCEA secretariat will usually ask the Chair, or Medical Vice-Chair, of the relevant ACCEA regional sub-committee to investigate on behalf on the ACCEA Chair, and advise ACCEA of the findings. The ACCEA Chair will consider this advice and then write to you informing you of his decision. If it is found that local procedures have been unsatisfactory, ACCEA will ask the employer-based committee to reconsider the application. It may also make recommendations as to how it should proceed.

**5.16** The decision of the ACCEA Chair is final.