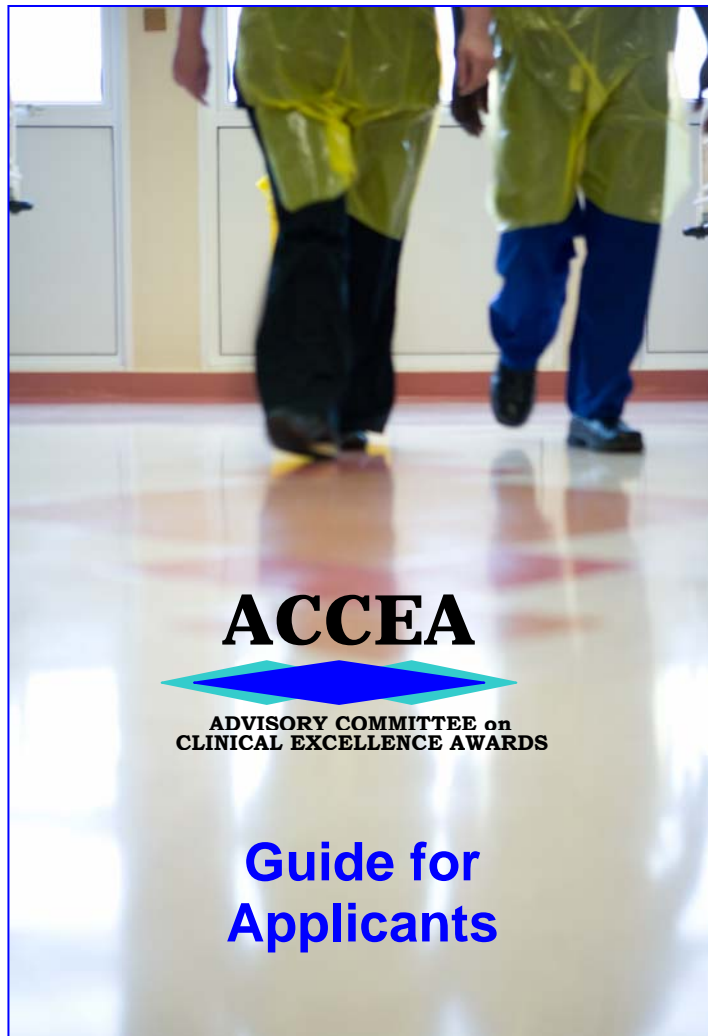


NHS Consultants' Clinical Excellence Awards Scheme

2010 Awards Round



This guide is available online at the ACCEA website
www.dh.gov.uk/ab/ACCEA/index.htm

The online national awards application system is available at
www.nhsaccea.dh.gov.uk

Published July 2009

Please note: All applications for national awards must be
submitted by 17:00 on 11 December 2009

Preface: What does this Guide cover?

This guide is for NHS consultants and academic GPs, applying for a Clinical Excellence Award. It covers national awards in England and Wales. It also makes reference to employer based awards, on which there is separate guidance.

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 may not be able to complete your application without this Guide, so it is essential that you read it.**

You can find a set of frequently asked questions about the Scheme, along with annual reports of previous award rounds, at www.dh.gov.uk/ab/ACCEA/Publications/index.htm

You can also find a Code of Practice at www.dh.gov.uk/ab/ACCEA/Committees/index.htm

Screenshots of the application form will be placed on the ACCEA website. This does not replace this Guide but may assist further when completing your application.

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Part 1: Introduction

The Clinical Excellence Awards Scheme

1.1 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 achievements in developing and delivering high quality patient care, and commitment 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 in 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 section 2.2 for more details.

How does the Scheme work?

1.5 There are 12 Levels of award. In England, Levels 1-8 are awarded locally (employer based awards) and Levels 10-12 (Silver, Gold and Platinum hereafter) are awarded nationally in England and Wales. Level 9 Awards in England can be awarded locally as employer based awards or nationally. To avoid confusion, this Guide will always refer to the national Level 9 award as Bronze. In Wales, local awards have been replaced by commitment awards and Bronze awards are awarded nationally for excellence at national level. **The principles in this Guide apply equally to both national and local awards.**

1.6 Applicants in England may apply for both a national Bronze and an employer based Level 9 in the same year. If an applicant finds out that 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 to the applicant, financially or otherwise, between the two awards.

1.7 ACCEA and its 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 for a particular level of award has the same opportunity to highlight their contributions.

1.10 For national awards in England, applications must be completed online. Anyone applying for an employer based award will need to download and complete the form, and then submit it through their employer's processes. Section 3.5 deals with the process for applications in Wales.

What does the Scheme reward?

1.11 The Scheme rewards individuals who achieve over and above the standard expected of a consultant or academic GP in their post, and who locally, nationally or internationally provide evidence of many of the following characteristics (**applicants are not expected to possess them all**).

- > 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
- > Make an outstanding contribution to professional leadership
- > 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 healthcare

1.12 ACCEA invites consultants to provide evidence about their performance in five domains enabling them to demonstrate that they:

- > Deliver patient services which are safe, have measurably effective clinical outcomes and provide a good experience for patients
- > Have significantly improved quality of care and the clinical effectiveness of their local service or related clinical service broadly within the NHS

- > Have made an outstanding leadership contribution, including within the profession
- > Have made innovations or contributed to research, or the evidence/evaluative base for quality
- > Have delivered high quality teaching and training which may include the introduction of innovative ideas

1.13 The Scheme aims to be completely open, and offer every applicant an equal opportunity. Individual applications are considered on merit and the process is competitive. Awards are also monitored to ensure that the Scheme is implemented fairly. The Annual Report of ACCEA records the conclusions of this monitoring.

How will your application be assessed?

1.14 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, and there is guidance for assessors on how to judge applications against these criteria, which you can view at www.dh.gov.uk/ab/ACCEA/Awardsround/index.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.

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 ACCEA Secretariat 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.

Regional sub-committees

1.17 There are thirteen regional ACCEA sub-committees which assess applications for national awards. 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 also receive advice from specialist societies on the applicant's work, when this is submitted to ACCEA via its accredited process. 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 which applicants 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 shortlisted by accredited national nominating bodies, such as the Medical Royal Colleges, Universities UK, the British Medical Association, the Medical Women's Federation and the British International Doctors Association. There is a Guide for nominators and a list of national nominating bodies on the ACCEA website. 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.

Employer based committees

1.20 Every year, each English NHS organisation, employing consultants eligible for an award, appoints an employer based awards committee to consider applications for Levels 1-9. Smaller organisations have the option of linking with a neighbour if they do not have enough people to form a viable committee. A separate Guide to employer based awards will be available on the ACCEA website.

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 or dental practitioner**, who is included on the specialist register of the GMC or specialist list of the GDC, who is substantively appointed as an NHS consultant and who has at least one year's experience at consultant level on 1 April in the award year and employed by organisations such as:

- > Strategic Health Authorities
- > Special Health Authorities
- > NHS Trusts
- > NHS Foundation Trusts
- > Primary Care Trusts
- > Local Health Boards in Wales
- > The Department of Health (where you retain NHS terms and conditions of service)
- > Welsh Assembly Government
- > National Public Health Service in Wales
- > Social Enterprise organisations
- > National Institute for Health and Clinical Excellence
- > The Health Development Agency
- > The National Blood Service
- > Universities
- > Medical and Dental Schools
- > The Medical Research Council
- > Other bodies occasionally approved by ACCEA as proper employers of consultants for NHS purposes

b) An **academic general practitioner (GP)** holding a substantive contract 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:

- > 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 sessions that benefits the NHS, including teaching and clinical research

c) A **consultant who is a registered medical or dental practitioner and holds an honorary NHS contract**. Eligibility for awards is defined in the contribution made to the NHS, using wider terms than direct patient care. Whole time academic consultants who undertake at least five programmed clinical activities or equivalent sessional time of benefit to the NHS, including teaching and clinical research qualify for a whole CEA.

Whole-time academic consultants 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 please see the matrix on pro rata payments which is available to download from www.dh.gov.uk/ab/ACCEA/Publications/index.htm

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

e) A **consultant working as an NHS trust clinical or medical director or equivalent medical manager post**. 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 and 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 an NHS consultant, 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, a Distinction Award or commitment awards and apply successfully 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 or commitment awards in Wales or exceptionally no award	Bronze Award through the national process and/or Level 9 from your employer if you work in England
Bronze Award or Level 9 Award or B Distinction Award	Silver Award
Silver Award	Gold Award
Gold Award or an A Distinction Award	Platinum Award

Consultants and academic GPs nearing retirement

2.3 Clinical Excellence Awards make it possible for very experienced consultants to be 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.

Consultants working part time

2.4 Part time consultants are eligible for Clinical Excellence Awards and will be paid on a pro rata basis.

Who is not eligible to apply for awards?

2.5 You are not eligible for an award if you are -

- > A locum consultant, although if you subsequently hold a substantive consultant post it will be acceptable for your application to draw on evidence from your time as a locum consultant
- > A consultant working exclusively in a general management position (such as chief executive or general manager) without a specific clinical role

Part 3: The application process

Making your application

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

England

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.nhsaccea.dh.gov.uk

You can download copies of the forms, to refine your responses, before completing the actual forms online. To do this, go to www.dh.gov.uk/ab/ACCEA/Localawards/index.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. It will be important for you to ask your local administrator for a copy of the trust's policy and procedures. When applying you should also refer to the Guide for employer based awards on the ACCEA website.

Wales

3.5 Applicants who work in Wales must apply by accessing the Welsh ACCEA website at www.wales.nhs.uk/accea. They should download the application form and accompanying optional forms in Microsoft Word format from that website and must send them, once completed to the Welsh ACCEA Secretariat at ian.owen@wales.gsi.gov.uk. Nomination and citation forms should be downloaded and submitted in the same format. All applications/citations/ranked lists must be received by the Welsh ACCEA Secretariat by the closing date, which is 17:00 on 11 December 2009.

Support for your application

3.6 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.

3.7 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.

3.8 Any individual, university or professional body may also support your application. To do so, they must write and submit a citation. For national awards, this must be done online at the ACCEA website.

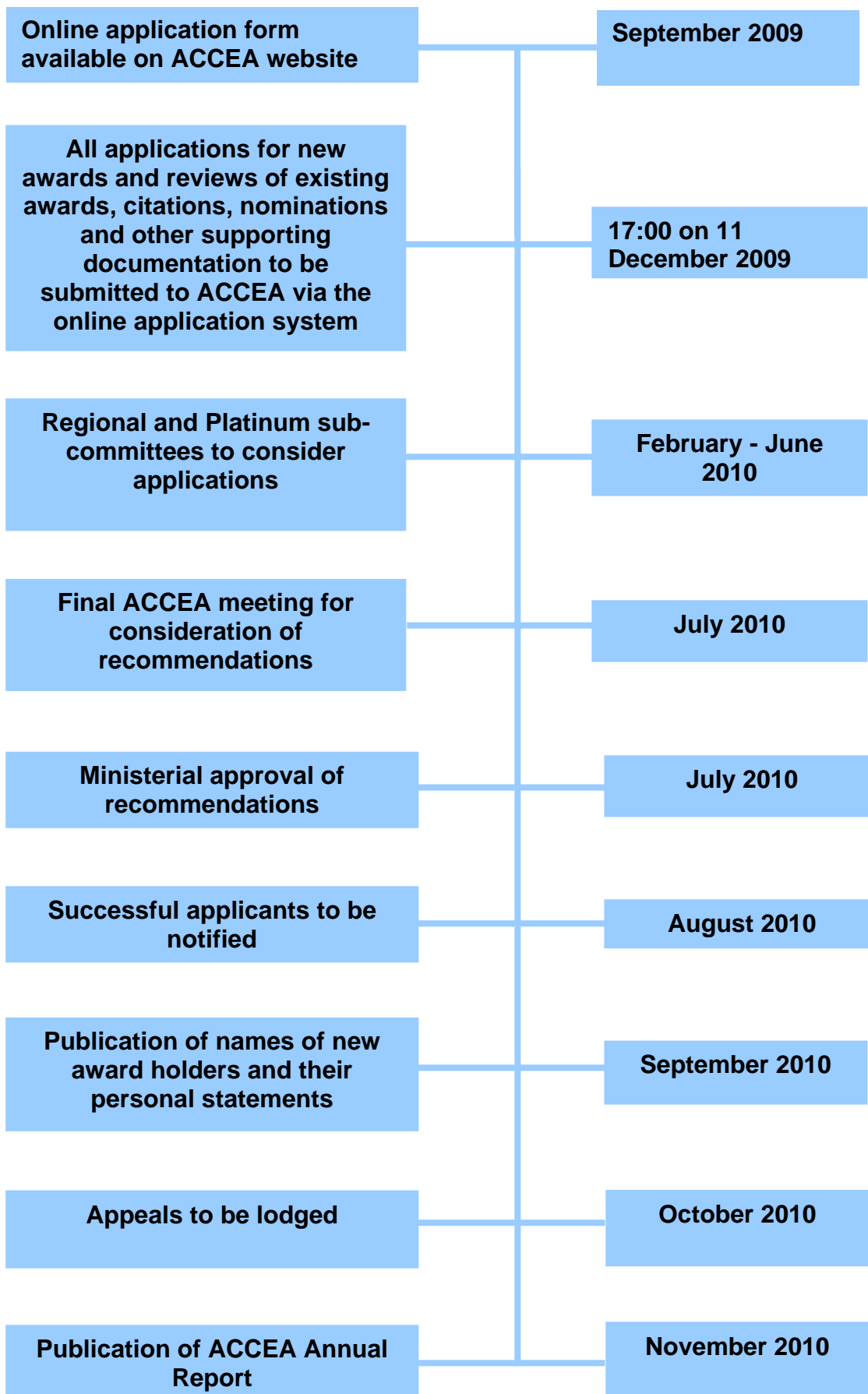
How do appraisals fit into the process?

3.9 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 participated satisfactorily in the appraisal process, have fully participated in job planning, 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.

National Awards timetable

3.10 The timetable for the national awards round is set out in the following diagram. All applications and supporting documents for national awards must be submitted by 17:00 on 11 December 2009. **It will not be possible to submit an application after this time under any circumstances.**



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

3.11 The online application form for the 2010 awards round will be available on the ACCEA website from September 2009. Please follow the steps overleaf when applying. You will need to complete each section and cannot submit your application to your employer without doing so, 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 10 minutes, in order to avoid being 'timed out' and losing any unsaved work.

Stages of your Clinical Excellence Award application

Applicants who work in England should read all of this section before beginning work on your application, and remember to save your work regularly.

Read all of the ACCEA Guide for Applicants before starting your application.

Part 1 of your application

Step 1: Logging on to the system (for national award applications)

Go to the online ACCEA system www.nhsaccea.dh.gov.uk

First time using the system?

Click “new account request” and complete all sections then click “submit”. You will shortly receive an email with your username. This will include a link that **you must click within 24 hours** of receiving the email in order to activate your account and create a password. By clicking the link you will be taken to a security information page. On here you would need to complete a password (note the on screen rule about this). You are also asked to complete three security questions. It is important you complete these as they assist the ACCEA Secretariat, when trying to identify a caller. If you cannot answer the questions when asked, the ACCEA Secretariat will not be able to assist you over the phone and communication would need to be carried out via email. Once you have completed all fields on this page select “submit”. You will then be taken to the log in page of the online system.

When logging in for the first time you will be directed to the terms and conditions page, asking you to verify that this Guide has been read. Tick the box to confirm that the Guide has been read and select “accept”. You will then be directed to the consultant home page.

Existing account holder?

Log in using your existing username and password.

If you forget your password at any time go to the web address above, and select “forgot password”. This will then ask you for your username and an answer to one of your security questions. Complete these and click “submit”. This will take you to a “change password” screen where you will type a new password (note the on screen rule about your password) and click “submit”. This will take you back to the login page and your new password will be ready for use.

If you forget your username at any stage, you would need to contact the ACCEA Secretariat. Please note your username, password and answers to your security questions are case sensitive.



Step 2: Publish Personal Statement Confirmation

Here you will be asked to confirm that you understand that should your application be successful, your personal statement will be published. Only in exceptional circumstances will you be able to opt out of this.



Step 3: Application Type Selection

Here you would need to enter your details regarding your current award status, what level is being applied for and whether this is a new application, a renewal or both. This can be changed at any stage before submitting the application form.



Step 4: Application Guidance

This page gives you a series of step by step instructions to assist you in the application process. It would be advisable to save your work here, by clicking the “save draft” button.



Step 5: Applicant Details

Here you enter your address details, please note if you have entered any details in to the “my profile” section of the online system, these will automatically be copied over. This screen also confirms your personal statement information and the level of award you are applying for.



Step 6: Qualification Details

This asks for details of your specialty and qualifications you have achieved.



Step 7: Employment Details

You should use this page to list your employers (main employer first) and the posts you have held in your time as a consultant. The employer you select as your main employer, will be the one who verifies your application. Please note in the case of university employees, you must select your NHS employer as the main employer.



Step 8: Personal Statement

Here you should give up to four examples that summarise your case for an award.



Step 9: Job Plan

Summarise your job plan. This section is used to understand what your job is, so that your evidence of excellence can be assessed. You should include a summary of your programmed activities and your objectives related to those activities. Include an outline of your various roles and responsibilities for the post such as clinical work, teaching, medical management etc. Please see section 4.2 for further information.



Step 10: Domains

The first screen in this section is Domain 1, once this has been completed select “next” to take you to Domain 2. Repeat this for each domain until you have completed all five domains. Please see Part 4 of this Guide for what information should be detailed here.

If you would like to highlight additional work you have done in any of these areas, there is an option to select an additional form which you would complete instead of filling in the domain field. Just tick the box in the domain concerned and you will be able to add your contribution to the supplementary form of that area with a greater character count (applicable to Domains 3, 4 and 5 only).

Maximum number of supplementary forms for National Levels:

Bronze and Silver applicants:	1
Gold applicants:	2
Platinum applicants:	3

These forms are optional.



Step 11: Employers Section

You cannot do anything on this screen, this is for your employer to complete. The next step is to submit this to your employer by clicking next until you come to the “verification of completion” page.



Step 12: Verification of Completion

This page will ask you to confirm all the information you have given is correct. Before entering your details on this page you should check you have completed all sections on the form. You can navigate back through the form using the menu on the left hand side of the screen. On this page you must declare any current complaint(s) or any complaint(s) concluded or disciplinary action or professional regulatory action against you within the last 12 months. Once this is all complete select “submit to employer”. (If any section of the form has not been completed you will receive a warning message here and it will not allow you to proceed).



Part 2 of your application – Employer’s contribution

Following this, your employer will receive an email informing them that your application is waiting for their contribution. Your employer will have their own username and password to do this. Should your employer find a mistake with your application, they can return it back to you to correct. You can make any necessary amendments and resubmit it to your employer.



Step 13: Once your employer has completed **Part 2**, they will submit your application back to you and you will then be able to view your application in a ‘read-only’ format.



Step 14: If you are content with your application, you should then select “**Submit to ACCEA**” to complete the process. **Submission of your application to ACCEA is your responsibility.**

If you want to check your application has been successfully submitted to ACCEA, the ‘Step in Action’ progress bar on the top half of the screen will display ‘Submitted to ACCEA’ in bold type when successfully submitted.

Things to remember when applying

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

- > It is advisable to start work early on your application as you will need to allow enough time to secure support from your employer
- > 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 and may not be Doctors or Dentists
- > The font size and the character count have been preset for all applications forms to ensure all applicants have the same opportunity to provide evidence of excellence. It is important that you do not change these, as your application will not be considered if you do.
- > When filling in the form:
 - Follow the steps given in this guide
 - Write names of societies, groups, etc in full; do not use acronyms
 - Give quantified information whenever possible, quoting dates, the source and appropriate benchmarks
 - Use a new line for each entry. The use of bullet points will help clarity of presentation.
 - You should give dates for activities. Award holders applying for higher level awards must specify which achievements have been made after the date of their last award
- > 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
- > You should check with your trust administrator which email address to use when setting out your employer's details on national applications
- > Do not sign your application electronically, as this may corrupt the forms, simply type your name in the box provided
- > If you are applying nationally, you must inform ACCEA on the application form of any open complaint against you which your employer has not yet resolved or any complaint concluded in the last 12 months. You should also inform ACCEA if at any time after your application has been submitted, 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 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 since your last award. You might like to highlight your particular working environment and the expectations relating to it. Although the personal statement is not scored it allows assessors to understand the essence of your case as you see it. Should your application be successful your personal statement will be published on the website. Only in exceptional circumstances will you be able to opt out of this.

4.2 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). You should notify the ACCEA Secretariat if there are subsequently any significant changes e.g. in your place of work, extended absences.

An illustration of the format of a job plan is below

Obstetrician and Gynaecologist

I have an 11 Programmed Activity (PA) contract which is split in to 8.5 Direct Clinical Care PAs and 2.5 Supporting Professional Activities. Broadly, my direct clinical care time is spent leading Antenatal clinics, Gynaecology clinics, both Obstetric and Gynaecology theatre lists and labour ward rounds. I attend or lead various meetings to support this clinical care such as case reviews, governance meetings, multi disciplinary team meetings and safety meetings. These occur throughout the week although the pattern varies from week to week. As a consultant I also take teaching and training sessions and help develop training. I am on call at the weekends once in every four weeks.

My objectives include taking a lead on reducing Hospital Acquired Infections within my department, reducing the need for Caesarean births, improving the screening process or gynae related cancers and working towards becoming an examiner for my college.

My job plan reasonably closely relates to my actual work although I frequently stay later than planned if operations or meetings take longer than expected.

I also do some work for my college for a couple of hours once a week. This is not remunerated.

4.3 You will need to highlight your achievements in 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 receive 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

You should demonstrate your achievements against the objectives originally set in your job plan or personal development plan.

- > 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. It may also be relaxed for the first application for a national award. Even then you will have to demonstrate that your work continues to be excellent
- > Providing quantified data, highlighting achievements since your last award or progress made over the last 5 years, will help your application; quote the dates, the source and appropriate benchmarks

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 |

What sort of information should you include in each domain?

4.4 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 www.dh.gov.uk/ab/ACCEA/Awardsround/index.htm

Domain 1 – delivering a high quality service

4.5 Give evidence here of your achievements in delivering a service which is safe, has measurably effective clinical outcomes, provides good patient experience, and where opportunities for improvement are consistently sought and implemented. (Applicants should provide evidence across all of these dimensions, although it is recognised that their exceptional contribution may just focus on one of them). In your evidence you could refer to the Indicators for Quality Improvement in England or the Healthcare Standards for Wales where it allows you to provide performance data against indicators for your specialty. 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 if possible
- > Exemplary standards in dealing with patients, relatives and all grades of medical and other staff. For example you should describe how you have provided dignity of care for patients and won their trust. Here you may refer to validated patient or carer surveys, or service feedback
- > Evidence of the effect on patient experience
- > Good use of NHS resources

You should give evidence of the quality and quantity of your service arising out of audit or assessment by patients, peers, your employer or outside bodies: providing evidence will help your application. It would not be a disadvantage if evidence is less available in your specialty. You should quote the source of the information you give, and relevant dates. For example:

“In an analysis of mixed arterial interventions (2006) our vascular unit had relative risk of death 0.61 in the UK and the third largest arterial series in the country. My contribution to this outcome was.....”

“Data from the intensive care national audit (ICNARC) (May 08), shows our unit is one of the top ten for survival with a standardised mortality ratio SMR of 0.65 meaning 60 patients lived who were expected to die. This performance has improved steadily since 2002 when our SMR was 1.35. My contribution to this outcome was.....”

You should provide benchmark comparisons wherever possible, for example standardised mortality ratios, MRSA, C difficile ratios.

Domain 2 – developing a high quality service

4.6 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. In general your evidence should be as measurable as possible. It should specify your individual contribution, not just that of your department.

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

- > Developing and completing relevant audit cycles or applying strategies to implement evidence based practice, leading to demonstrable service improvements. It is a baseline expectation that you provide evidence that you have fully participated in any relevant National Clinical Audits. You should also refer to participation in any relevant National Confidential Enquiries
- > Developing and/or applying tools to determine barriers to clinical effectiveness and their resolution
- > Developing diagnostic tools, intervention techniques and methodology
- > 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?
- > Evidence that changes have been informed by consultation with patients
- > 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?
- > Improved cost effectiveness due to service redesign, with no diminution in quality
- > Development of new health or healthcare plans or policies
- > Major reviews, inquiries or investigations
- > National policies to modernise health services or professional practice

Where possible, give audit or research evidence showing where improvements have been made, quoting sources and dates. 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. For example:

“The development of a Gastro Intestinal bleed service has resulted in excellent outcomes. Mortality 2% vs 7.1% nationally. Risk Standardised Mortality Ratio of 0.58 National Audit. My contribution to this outcome was.....”

“I have an international reputation for complex aortic surgery and thoracic abdominal aneurysms; our unit has the largest practice in the UK. We pioneered a hybrid open and endovascular operation for aneurysms involving the thoracic and abdominal aorta; first 75 cases elective mortality of 12.5%; elective and urgent of 16%; world’s best results reported from Houston, Texas have mortality of 13%. Our thoracic aortic stent programme is largest in UK with mortality of 3.8%. My contribution to these outcomes was.....”

Domain 3 – leadership and managing a high quality service

4.7 Give evidence of how you have made a substantial personal contribution to leading and managing a local service, or national/international health policy development.

ACCEA recognises many different aspects of leadership, which could include, but are not limited to the following:

- > Evidence of positive outcomes as a result of effective leadership inputs and processes, giving examples of specific achievements in terms of improved quality of care for patients
- > Information about any change management programme or service innovation that you have led, with evidence that it has improved service effectiveness or efficiency, for the benefit of patients, the public and staff
- > Development of individuals or a team in support of improved patient care. You should give specific examples e.g. of mentoring or coaching. (Consultants working in England might refer to the Guidance on talent and leadership planning in England. Please see www.dh.gov.uk/en/Publications/PublicationsPolicyandGuidance/DH_093395.)
- > An ambassadorial or change champion role, perhaps in public consultation or explanation of complex issues
- > Developing a compelling and shared vision and purpose for change, investing in verified improvement methodologies, tackling any behavioural issues that get in the way
- > Demonstrating your contribution to removing barriers and positively promoting diversity in the workplace, thus enabling the career progression of clinicians and non-clinicians into senior leadership positions
- > Working across organisational and professional boundaries in support of improved patient care, access or use of resources (clinically effective and efficient)

- > A leadership contribution to developing patient-focused services
- > Membership of a committee along with evidence of outcomes and your role in these. 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 membership alone will not usually be accepted as evidence of an awardable contribution: we require evidence of what your membership achieved
- > Excellence in team leadership for which you take sole, rotational or shared responsibility
- > A leadership role in relation to clinical governance including a leadership role in policy or service development

Evidence of your contribution, the source of any data, and relevant dates should all be included, for example:

At local level

“As the lead obstetrician for Delivery Suite I have promoted normal labour and birth. The team’s work was recognised by winning the All Parliamentary Group for Maternity Services Award for 2008. This work has been short listed for the Royal College of Midwives’ annual award.

I continue to lead the weekly Obstetric Risk Management meeting. The reduction in reportable incidents when this meeting was established has continued.

I undertook a detailed review and redesign of the Antenatal Clinic service which has improved patient waiting times.”

At national level

“In my role as chair of the regional neonatal network between 2006-2009 I championed the rationalisation of beds and care levels across acute hospitals. As a result, transfers of neonates for clinical and non clinical reasons have reduced by 10%: see data below”

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

Domain 4 – research and innovation.

4.8 Use this section of the form to outline your contribution to research, or the evidence/evaluative base for quality or service innovation, including the translation of evidence into practice. In the section on references you should detail papers published etc. (not give the names of referees).

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

- > New techniques or service models that you have developed and which have been adopted by others. In particular how you have applied improvement methodologies in order to get the right things to the right place, at the right time, in the right quantities, while minimising waste and being flexible and open to change
- > Actual or potential impact of your research, including that which is laboratory based, or innovative development on health service practice, health service policy or on the development of health services, including the relevance of your research to the health of patients and the public
- > Major trials/evaluations (including systematic reviews) led, or co-investigated, and published over the preceding five years and referenced
- > Your contribution as a research leader and to the research and supervision of others
- > Other markers of standing in your chosen research field(s) such as membership of review boards of national funding agencies, office bearer of learned societies or professorships
- > Grants you hold i.e. not just those held by the department
- > 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

Some relevant extracts from successful applications are as follows-

“As Director of R&D in the last 3 years I have positioned the Trust as one of the leading 5 NHS research centres in the country and developed a research service to support clinicians with robust governance processes, a clinical trials office, a research design service, and funding for research time.”

“My research is in stroke, which is a public health priority for prevention and improvement of care. The development of a public health model for chronic disease using stroke is relevant to assessing needs and evaluating innovative models of care. My R&D leadership role has enabled academic and clinical organisations to develop joint NIHR Centres in biomedical and health services research and training for population and patient benefit.”

Domain 5 – teaching and training

4.9 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 the following (you will not be expected to include examples in all of these categories):

- > 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. This 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. This 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
- > Teaching and education of the public e.g. health promotion and disease prevention
- > Institutional success in regulatory body and quality assessment audits of teaching in which you have played a key role. This could include undergraduate or postgraduate examinations or supervision of postgraduate degree students
- > Evidence of personal commitment to developing teaching skills. Such as Higher Education Academy membership and courses completed.
- > Evidence of unusual teaching and educational commitment and workload not recognised in other ways.

Some relevant extracts from successful applications are as follows-

*“My course for **** (2005-10) , innovative in its integrated health systems and active learning approaches, has sought and used intensive feedback to enable modification of the course before wider roll out. It is approved for continuing professional development by ****, shows significant gains in knowledge and skills and excellent participant feedback.”*

*“Principal Internal Examiner for final MB examinations at ****. I am responsible for ensuring the written and clinical parts of the examination are constructed, blueprinted to the curriculum and then standard set. I oversee the work of the examination leads for these sections. I personally write exam questions and examine for first and resit examinations. I am Chairman of the Final MB board which considers extenuating circumstances and receives reports from external examiners.”*

Additional information for Domains 3, 4 and 5

4.10 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.

4.11 If you are applying for Bronze or Silver, you can include additional information for Domain 3 **or** Domain 4 **or** Domain 5.

4.12 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.

4.13 For Platinum applications, you have the opportunity to select **all three** domains in which to include extra information.

4.14 When completing these domains online, you will be given the option of completing the additional information, instead of the actual domain field 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 or 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 are dissatisfied with the outcome of the appeal, you can appeal again by writing to the 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.

National appeals process

(In all cases, the decision of the ACCEA Chair is final)

Within 2 working days of receipt of appeal: acknowledgement will be sent



Within 7 working days of receipt of appeal: decision made on possible referral to regional medical vice-chair for further investigation



Within 20 working days of referral: receipt of report from regional medical vice-chair or explanation of any possible delay if applicable



Within 10 working days of receiving report from regional medical vice-chair: decision of ACCEA Chair will be communicated to the appellant