Guide for employers

National Clinical Excellence Awards: 2019 awards round

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About this guide

This Guide is to aid employers in dealing with applications from NHS consultants and Academic GPs for new national Clinical Excellence Awards (CEA) and/or renewal of their current CEA or Distinction Award. It should be read by anyone who is required to complete an employers’ statement. It explains how the scheme works, your role in the process and how awards are assessed. Please use it as background information and as a reference guide when supporting an application.

You can download this guide at gov.uk/accea.

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

All applications for national awards must be submitted by 17.00 on Thursday 4th April 2019.
1. Introduction

1.1 ACCEA and the Clinical Excellence Awards scheme

1.1.1 We, the Advisory Committee on Clinical Excellence Awards (ACCEA), run the national Clinical Excellence Awards scheme for the Department of Health and Social Care (DHSC) in England and the government in Wales.

1.1.2 The Clinical Excellence Awards scheme rewards NHS consultants and academic GPs who deliver ‘over and above’ the standards expected in fulfilling their role. Awards are given for quality and excellence, acknowledging exceptional personal contributions. There are a limited number of new awards agreed by Ministers and this makes the process very competitive.

1.1.3 National awards recognize the high quality of clinical practice, leadership, research and innovation, and teaching undertaken in the NHS in England and Wales. They also recognize the effect of that work elsewhere in the NHS and on public health. To be considered for an award, consultants and academic GPs will have to demonstrate achievements in developing and delivering high quality patient care, and commitment to the continuous improvement of the NHS.

1.1.4 The scheme is administered by ACCEA. It is managed on the Committee’s behalf by a Secretariat in the DHSC in England. Wales has a Secretariat in the Welsh Assembly Government.

1.2 How does the Scheme work?

1.2.1 Local award schemes are managed by individual employers in England. Further information on these can be found at www.nhsemployers.org. In Wales, employers give commitment awards instead.

1.2.2 National awards are awarded by ACCEA. They recognise the high quality of clinical practice, leadership, research and innovation, and teaching undertaken in the NHS in England and Wales. They also recognise the effect of that work elsewhere in the NHS and on public health.

1.2.3 There are 4 levels of national award – Bronze, Silver, Gold and Platinum.

1.2.4 Based on the strength of the applications, our regional sub-committees and our Main Committee recommend applicants to health ministers for them to decide.
1.2.5 There is one application form for all the awards, so everyone who applies can highlight their contributions in the same way. Applications for National awards in both England and Wales must be completed online at www.nhsaccea.dh.gov.uk.

1.3 What does the Scheme reward?

1.3.1 The Scheme rewards individuals who deliver over and above the standard expected of a consultant or academic GP fulfilling the requirements of their role. Applicants need to give local, national or international evidence to show this in one or more of the following areas:

- Demonstrate sustained commitment to, and impact on, patient care and wellbeing, and improving clinical effectiveness, public health and disease prevention
- Sustain high standards of both technical and clinical aspects of service whilst providing safe, patient focused care
- Make an outstanding contribution to professional leadership, ideally demonstrating successful change management
- 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
- Recognised as excellent teachers, trainers or managers, introducing innovative ideas and assisting in the communication of consistent or best practice that has improved patient care
- Contribute to policy making and planning in health and healthcare at a regional, national or international level

1.3.2 ACCEA invites consultants to provide evidence about their performance. This is discussed in Part 3 of this guide.

1.4 Overseas Work

1.4.1 Work undertaken in other countries is not directly relevant for an award, and we cannot consider it on its own. However, if applicants can show that their overseas
work had a direct benefit to the NHS and/or public health, they may use evidence to support their application.

1.5 **How are applications assessed?**

1.5.1 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.

1.5.2 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 3 of this Guide, and there is also guidance for assessors on how to judge applications against these criteria, which you can view at [www.gov.uk/accea](http://www.gov.uk/accea).

1.5.3 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.

1.5.4 For the purposes of renewal, distinction awards are scored against their Clinical Excellence Awards equivalents:

- B level Distinction Award is seen as equivalent to a bronze CEA
- A level Distinction Award is seen as equivalent to a gold CEA
- A+ level Distinction Award is seen as equivalent to a platinum CEA

1.5.5 The sub-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.

1.5.6 Regional sub-committees score all new and renewal applications, with the exception of applications for platinum awards and applications from those working in the DHSC or Arm’s Length Bodies which have a separate sub-committee. Each of the sub-committee members scores independently of each other and the scores are then aggregated. From these scores, the sub-committees receive a list of applicants ranked in the order of their scores and recommend consultants for new awards based on the indicative number of awards for that region. The ranked list of renewal applicants will be considered against the cut off score for a new award at the relevant award level in the relevant region.

1.5.7 The process for assessing bronze applicants in Wales is slightly different; contact the Wales Secretariat for further details.
1.5.8 Applications for platinum awards are scored by a national committee made up of lay chairs and medical vice chairs of regional sub-committees. These scores are considered alongside the recommendations of the Academy of Medical Royal Colleges and Universities UK by the platinum sub-committee of ACCEA.

1.5.9 ACCEA receives additional advice for new awards from National Nominating Bodies and Specialist Societies 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 applicants who have asked to be considered by them.

1.5.10 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.

1.5.11 The assessment process is summarised below:

- Individuals apply and awards round closes
- All new and renewal applications (except Platinum level and those from staff in DHSC or Arm’s Length Bodies) are scored by regional sub-committees. There is a separate sub-committee that considers DHSC/ALB applications and a separate sub-committee to consider Platinum applications
- Sub-committees make recommendations based on scoring. The recommendations are then discussed with the ACCEA Chair and Medical Director
- Some candidates for new awards in England are placed in a national reserve pool and rescored by the National Reserve (NRES) sub-committee. The NRES sub-committee membership is made up of Chairs and Medical Vice Chairs from each regional sub-committee
- ACCEA’s Chair and Medical Director make recommendations for new awards and renewals, based on the sub-committee and national reserve scores, to the Main ACCEA Committee
- ACCEA England recommendations are sent to DHSC Ministers for agreement. Welsh recommendations to Welsh Ministers
- Once Ministers have agreed the recommendations, notifications are sent to individual applicants and their employers

1.6 About ACCEA and its supporting committees

1.6.1 ACCEA is a non-departmental public body that administers the application and assessment process for national awards. It advises Ministers on award nominations proposed by the Chair and Medical Director, and based on recommendations from sub-committees and nominating bodies.
Sub-Committees

1.6.2 There are thirteen regional ACCEA sub-committees in England which assess applications for National Awards:

- Cheshire and Mersey
- East of England
- East Midlands
- London North East
- London North West
- London South
- North East
- North West
- South
- South East
- South west
- West Midlands
- Yorkshire and Humber

1.6.3 There are separate sub-committees covering:

- Wales
- DHSC/Arms-Length Bodies
- Platinum applications

1.6.4 The sub-committees consider all applications from consultants and academic GPs in their area. They also receive any associated citations and ranked lists from specialist societies and nominating bodies on the applicant’s work, when this is submitted to ACCEA via its accredited process. The sub-committee produces a shortlist for the Chair and Medical Director to consider for submission to the Main Committee.

1.6.5 Committee members come from a wide range of backgrounds, with experience and expertise in numerous areas. They come to a collective decision on who to shortlist for awards. Medical and dental (professional) members make up 50%; lay members 25% and employer members 25%.

National Nominating Bodies

1.6.6 The Chair and Medical Director also consider the applications of all those consultants and academic GPs 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. These lists are then considered, in consultation with the relevant sub-committee.

1.7 Employer Based Awards/Commitment Awards

1.7.1 ACCEA, at national level, does not have any role in relation to employer based awards in England or commitment awards in Wales. For further Information on employer based or commitment, awards please contact the individual employer.

1.8 Transparency

1.8.1 ACCEA operates the scheme in a transparent manner. The following material can be found at gov.uk/accea:

- A nominal roll showing all existing award holders
- Personal statements of consultants receiving new awards. These statements summarise the evidence which individuals have set out in their application
- Membership of the Main Committee and other sub-committees
- A list of National Nominating Bodies and Specialist Societies
- An Applicants' Guide which explains how the Scheme works, who is eligible and how to apply
- An Assessors' Guide which describes how applications are assessed and scored
- This Guide aids employers in dealing with applications
- A Guide for Nominators for any individual or professional body, including Royal Colleges, universities and other national and local bodies, who are supporting applications for new awards
- Annual Reports which report on the operation of the Clinical Excellence Awards Scheme during each awards round
- Summary versions of the minutes of the meetings of the Main Committee

1.9 Disability

1.9.1 Employers have a legal duty to consider making reasonable adjustments consistent with provisions of the Equality Act for employees with disabilities to support the continuation of their employment. Any reasonable adjustments agreed by the employer in consultation with the consultant should be reflected in the consultant’s individual job plan. All applications will be treated equitably by ACCEA and scored against the work achieved, which stands out over and above the standard expected of a consultant or academic GP.
2. **Your role in the awards process**

2.1 **Identifying suitable applicants**

2.1.1 As an employer, you should consider how to encourage your consultant staff to apply for an award.

2.1.2 Part 3 outlines the criteria that will be used for assessing the application, and you should refer to these when considering possible applicants.

2.1.3 You should not offer the prospect of an award as an incentive for recruitment or retention.

2.2 **Contributing to an application for a new national award or renewal of a national award**

2.2.1 When a consultant employed by your organisation applies for a new Bronze, Silver, Gold, Platinum award and/or a renewal of their existing award, the Chief Executive or nominated deputy will need to complete the employers statement and assess the five domains in the application.

2.2.2 Your statement is the formal view of the applicant’s merits, and is therefore crucial to their application. Consultants cannot submit applications for national awards without a supporting employer statement. It is important you respond promptly to the request to contribute to the employer statement, so the consultant does not miss the deadline.

2.2.3 To be successful, a renewal application must demonstrate that the contribution is at least as good as the lowest ranked successful applicant for new awards at that level in that region. Applications that do not score as highly as the lowest ranked successful applicant for a new award in the relevant region will not be successful for renewal at that level. In order to smooth out variations from year to year and to take into account regions with smaller numbers of applications, a three year rolling average will be calculated and the lower of the two scores applied. Cut-off scores are not comparable or interchangeable between different regions or different levels of awards.

2.2.4 If you or the applicant consider there are any extenuating circumstances, such as ill health, that may have impacted on the ability of the applicant to sustain activity at the level of the relevant award and could impact on successful renewal, the applicant is asked to let ACCEA know before the round closes. If a new or renewal application is submitted you should indicate any extenuating circumstances in your
employer statement. You may be asked to provide corroboration of the circumstances and the renewal date may be reviewed.

2.2.5 The following guidelines should be read before completing any employer statement:

- Complete assessments in the employer statement according to the criteria.
- Do not use these to compare the applicant with other consultants you are supporting, or give them a ranking. (See Paragraph 2.3.1 for the process of providing a separate ranking for all applicants in your trust, which enables you to comment on your views of their relative merits).
- You should complete the assessment for all applicants objectively even if not ranked by your Trust.
- You should indicate factors such as ongoing contractual or professional difficulties in the free text part of the statement.
- You must inform ACCEA on the application form of any investigations or disciplinary procedures against the applicant within the last 5 years. This would include any investigations by external bodies such as the GMC, GDC, NCAS etc. It would also include any restrictions on practice, complaints against performance or conduct that the employer is formally investigating. You should inform ACCEA directly if the applicant becomes 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 at that point, in consultation with you and the applicant.
- You also have the opportunity to explain the rationale behind your assessments.
- Where your consultants are applying for both renewal of an existing award and progression to a higher award it would be helpful if you could be explicit about your support for each element of the application as they are considered separately and it is possible that you may support the renewal of an award but not progression.
- Please outline if you have run an annual local awards scheme and whether you have any specific restrictions on applications for local awards.
- You have a duty of candour and are obligated to inform ACCEA of any misleading information in the application form.
- Consultants working in Trusts in Special Measures, as set by the Care Quality Commission, are eligible to apply for awards. However, the employer will be asked to specifically comment in the employer supporting statement on each
application form as to whether individual applicants had contributed to the failings that led to this situation. This would then be carefully considered as part of the assessment of the relevant application. In the event that an individual who is on the list for recommendation for an award has Board level responsibility (i.e. a Medical Director) in a Trust in special measures, a specific paper will go to ACCEA Main Committee for review and decision.

2.2.6 The Employer’s statements must be completed online at www.nhsaccea.dh.gov.uk. Please follow the steps below:

**Step 1: Logging on to the system**
The Chief Executive will receive an email stating that a consultant has applied for an award and/or for the renewal of an award and that they will need to login to complete Part 2 of the consultant’s application. The email will provide instructions on how to obtain an account and a link to the ACCEA application (if you have used the system before, your username and password will be the same as in previous years).

**Step 2: Viewing applications**
Once logged in, the Chief Executive or nominated deputy is able to view all applications awaiting their completion. They are able to select an applicant, view their Part 1 as read only, and complete Part 2. At any stage, the Chief Executive or nominated deputy can save their work and log back in at a later stage to continue.

If they find a mistake with the application, they can return this to the applicant with a relevant message. The applicant can then correct the application but will then need to re-submit this to the Chief Executive.

**Step 3: Finalising Employer Contribution**
Once the Chief Executive or nominated deputy is satisfied with Part 2, they should submit it back to the applicant.

The applicant then decides whether to submit their application to ACCEA – only applicants can submit the finalised forms from their accounts.

2.3 **NHS Employer and University ranked lists**

2.3.1 You should submit a separate, ranked order of merit at each level. This is needed for every level apart from Platinum. A ranked list will only be accepted if an employer statement for each applicant has been provided. This should be done via the online system as follows:

**Step 1: Logging on to the system**
You will need to log in to access the system at www.nhsaccea.dh.gov.uk
Step 2: Create ranked list
Once logged in, you may create one ranked list for each national award level.

Step 3: Add consultants to the ranked list
Within each ranked list, you can add consultants to it by their Surname/GMC number. You may change or amend the rankings at any point up until final submission. You can save a draft version of the ranked list and return to complete it later.

Step 4: Submit ranked list
You will only be able to submit your list once all the applicants on it have registered an application in the system. Once you have submitted your list it can no longer be amended.

2.3.2 Trusts who employ clinical academics should liaise with the appropriate universities to ensure that their views can be taken into account in the employer statement. The university can separately submit a citation in support of the application.

2.3.3 To be eligible for an award, consultants must take part in an annual appraisal exercise. When supporting an application, you need to confirm whether the applicant has undertaken a satisfactory appraisal at some point during the previous 12 months. If an annual appraisal exercise has not taken place you will need to confirm that the applicant has made reasonable efforts to participate in an appraisal.

2.3.4 Although ACCEA does not need information about the appraisal itself, it expects employers to confirm that applicants participated satisfactorily in the appraisal process, have fully participated in job planning, met contractual obligations and complied with the Private Practice Code of Conduct. An applicant may have met the required standard of job planning without necessarily having an agreed job plan in place, for example where mediation is taking place.

2.4 Deadline for applications

2.4.1 All applications and supporting documents must be submitted by 17:00 on Thursday 4 April 2019. Forms received after that time will not be accepted, under any circumstances.

2.5 Effect of submitting an unsatisfactory renewal application

2.5.1 If applicants who are due to submit a renewal application in the 2019 round either fail to submit an application or submit one that does not achieve the required standard for renewal, a recommendation will be made to ACCEA that the award is
terminated when it expires on 31 March 2020. Any extenuating circumstances, such as ill health, should be notified to ACCEA by the consultant and/or the employer during the application window, indicating what the issue was when submitting the application. This will be taken into account.

2.5.2 Consultants who fail to renew an award to be considered in the 2019 Round will lose the award and the financial element on 31 March 2020 unless subject to the provision outline in paragraph 2.5.3. They will, however, be able to apply for a new award if they remain eligible for the Scheme or any successor Scheme. They can apply for a new bronze once they have satisfied the eligibility criteria outlined in Part 2 of the Guide for Applicants.

2.5.3 Where an application does not score as highly as the lowest ranked successful new applicant at silver or gold award level (or equivalent), these applicants will be considered by ACCEA for renewal at a lower level if the score achieved on their application is as high as the lowest ranked successful new applicant at the lower level in that region. Platinum applicants will be scored by the Platinum sub-committee and benchmarked against the lowest successful new applicant. The original sub-committee score will be used, the application will not be rescored.

2.5.4 If we do not renew a national award at its current or lower level, applicants may be eligible for a local award based on the score of their application. Those consultants who achieve a score of 27 or above are eligible for a level 8 award; those scoring between 14 and 26.99 are eligible for a level 7 award. An application scoring less than 14 will not be eligible for a local award. There is currently no local awards scheme in place for academic GPs. In these cases, ACCEA will review its treatment of any unsuccessful renewals on a case by case basis. Each employer is responsible for running their own local award scheme, including the reversion mechanism outlined above. Academic consultants should consult the Trust with whom they hold their honorary contract.
3 Assessment criteria

3.1 Highlighting achievements in five key areas

3.1.1 When completing their application, applicants need to highlight their achievements in five domains. You should consider how applicants have performed in these areas before deciding on whether to encourage them to apply.

3.1.2 Applicants are not expected to perform ‘over and above’ expectations in all five domains to be worthy of an award. Much will depend on the type and nature of their post.

3.2 Assessing applications

3.2.1 Part 4 in the Guide for Assessors has comprehensive information about how to score an application. As part of the assessment process, domains are scored by committee members using the following ratings:

- Excellent: 10
- Over and above contractual requirements: 6
- Meets contractual requirements: 2
- Does not meet contractual requirements / insufficient information: 0

3.2.2 As the employer, you will also score each domain using the following ratings:

- No commitment in this domain: X
- Has not delivered contractual obligations at a level expected: U
- Delivers contractual expectations at a level expected: C
- Some aspects of delivery clearly over and above expectations: P
- Outstanding delivery of service: E

3.2.3 When giving your overall assessment of the applicant you can choose from:

- Supported
- Qualified Support
- Not Supported
3.2.4 If you choose qualified support or not supported, please provide further information to support this position.

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

3.3.1 Applicants need to give evidence of their 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.

3.3.2 In their evidence they should include quantified measures (e.g. outcome measures) if these exist, that reflect the whole service that they (and if relevant, their team) provides, using indicators for quality improvement or quality standards and other reference data sources in England or the Healthcare Standards for Wales where it allows them to provide performance data against indicators for their specialty. The evidence on patient safety should refer where possible to the new quality indicators and the evidence on the patient experience should indicate how they have addressed the issues of dignity, compassion and integrity with patients.

3.3.3 Applicants should concentrate on recent contributions (since their last award or renewal, whichever is more recent, or in the past five years for Bronze applications). This could, for example, cover the following:

- Excellence in delivering professional commitments. They should refer to validated performance or outcome data where available. They should present this comparatively, and/or with external or peer review reports, assessing the quality of their service, if possible

- Exemplary standards in dealing with patients, relatives and all grades of medical and other staff. For example, they should describe how they have provided dignity of care for patients and won their trust. Here they may refer to validated patient and carer surveys or service feedback

- Evidence of excellence in preventative medicine measures e.g. in alcohol abuse, smoking cessation and injury prevention

- Evidence of the effect on patient experience

- Good use of NHS resources
3.4 Domain 2 – delivering a high quality service

3.4.1 Applicants need to provide evidence of how they have significantly enhanced clinical effectiveness (the quality, safety and cost effectiveness) of their local service(s) or related clinical service widely within the NHS. In general, their evidence should be as measurable as possible and it should specify their individual contribution, not just that of their department. They should give specific examples of action taken in light of audit findings including how these might have contributed to organisational change. Applicants should concentrate on recent contributions (since their last award or renewal, whichever is more recent, or in the past five years for Bronze applications).

3.4.2 They need to indicate developments they have been responsible for, either alone or in a team. This could 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 they provide evidence that they have fully participated in any relevant national and local clinical audits. They should also refer to participation in any national confidential inquiries
- 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 their 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 – such as evidence of improved outcomes or the introduction of major prevention, diagnosis, treatment innovations or care models
- Improved productivity and efficiency 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
3.5 **Domain 3 – leadership and managing a high quality service**

3.5.1 Evidence of how applicants have made a substantial personal contribution to leading and managing a local service, or national/international health policy development. Applicants should concentrate on recent contributions (since their last award or renewal, whichever is more recent, or in the past five years for Bronze applications).

3.5.2 If applicants cite in their application particular roles that they have undertaken they should describe the impact that they have had in that role. 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 they have led, with evidence that it has improved service quality effectiveness, productivity or efficiency, for the benefit of patients, the public and staff
- Evidence of excellence in leading the development and delivery of preventative medicine initiatives including working with other agencies such as local authorities and the voluntary sector
- Development of individuals or a team in support of improved patient care e.g. mentoring or coaching
- 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 their contribution to removing barriers and positively promoting diversity in the workplace, and achieving equality and inclusion outcomes 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 their 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 their membership achieved and their impact in any particular role that they list

• Excellence in team leadership for which they take sole, rotational or shared responsibility

• A leadership role in relation to clinical governance including a leadership role in policy or service development

• Examples of individual leadership

3.5.3 ACCEA requires evidence of an applicant's contribution, the source of any data, and relevant dates. These should all be included in the award application.

3.6 Domain 4 – research and innovation

3.6.1 Here applicants may outline their contribution to research, and how they have supported innovation including by developing the evidence base for measurement of quality improvement. In the section on references they should detail papers published etc (not give names of referees). Applicants should concentrate on recent contributions (since their last award or renewal, whichever is more recent, or in the past five years for Bronze applications).

3.6.2 They should detail what they have achieved to date and what they hope to achieve, with supporting evidence, such as:

• New techniques or service models that they have developed and which have been adopted by others. In particular, how they 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

• Further developed techniques for public engagement

• Encouraged the systematic uptake of innovation to improve the quality of patient services

• Actual or potential impact of their 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 their 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
• Their contribution as a research leader and to the research and supervision of others
• Other markers of standing in their chosen research field(s) such as membership of review boards of national funding agencies, office bearer of learned societies or professorships. They should provide evidence of impact in these roles
• Grants they 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
• Evidence of excellence in research leading to new solutions to preventing illness and injury

3.7 **Domain 5 – teaching and training**

3.7.1 For some applicants, teaching and training will form a major part of the contribution they make to the NHS over and above contractual obligations. Applicants should concentrate on recent contributions (since their last award or renewal, whichever is more recent, or in the past five years for Bronze applications).

3.7.2 Applicants should give evidence of excellence that relates to the following (they 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:
  o Developing a new course
  o Innovative assessment methods
  o Introducing new learning facilities
  o Authorship of successful textbooks or other teaching media
  o A contribution to postgraduate education and life-long learning
  o Contributions to teaching in other UK centres or abroad
Developing innovative training methods

- 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 they 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

- Higher Education Academy membership and courses completed

- Evidence of innovative teaching and educational commitment

- Evidence of excellence and innovation in teaching related to preventing illness and injury

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

**3.8.1** For Domains 3-5, applicants have an opportunity to include additional material to support their application, if they have been particularly active in a specific area.

- Applicants applying for Bronze or Silver can include additional information for Domain 3 or Domain 4 or Domain 5.

- Gold applicants can select two from Domains 3, 4 and 5. If they have been particularly active in these areas, applicants should choose the one/s in which they have made the most significant contribution.

- For Platinum applications, applicants have the opportunity to select all three Domains in which to include extra information.

**3.8.2** When completing these domains online, applicants are given the opportunity to provide this additional information in supplementary form(s), instead of in the actual domain field. They are not obliged to complete these supplementary form(s) and should only use them if they feel there is inadequate space in the domain field to provide important information to support their application. There
are standardised forms for the additional domain information and only information provided on these forms will be accepted.
4 Change in circumstances of current award holders

4.1 Change in specialty, job or significant change in job plan

4.1.1 Applicants and employers are required to notify the ACCEA Secretariat, as soon as possible, of changes to personal or employment circumstances using the change in circumstances form that is available at www.gov.uk/accea. Failure to do so may affect entitlement to an award and/or the amounts paid to the applicant / employer. Below are identified some of the main changes which require notification. However, this list is not exhaustive and you should notify any other significant change in your circumstances.

4.1.2 If consultants stop practising in the area for which their award was granted, change their job, employer or have a significant change to their job plan, including a reduction in the number of sessions, they should inform ACCEA, as soon as the change has been agreed at a local level, so that ACCEA can consider their case.

4.1.3 Consultants will be asked to submit a copy of their new job plan, signed by their Chief Executive, or nominated deputy, to be considered and approved by ACCEA. Awards are reviewed earlier if there is a change in job, or a significant change in job plan. Failure to notify a change of job plan could put the award at risk.

Part time working

4.1.4 All consultants working part-time will receive award payments pro-rata.

Working in general management

4.1.5 If consultants stop practising in the area for which their award was granted, and move into a full or part-time general management post, they will need to speak to you as their employer and consult ACCEA about whether they can continue to receive the full monetary value of their award. Consultants would not normally receive payment of their award if they cease to meet the eligibility criteria set out in Part 2 of the Guide for Applicants.

4.1.6 If consultants return to clinical work after a period in full-time general management, their award may be reinstated after a review by ACCEA.

4.2 The effect of leave, secondments or sabbaticals

Unpaid leave
4.2.1 Awards are not paid during any period of unpaid leave. If consultants take leave for longer than a year, the question of reinstating their award will be subject to review by the ACCEA Medical Director.

Maternity leave, Parental Leave and Adoption Leave

4.2.2 Award holders who take maternity leave, parental leave or adoption leave will remain eligible for their CEA during any period of paid leave from their employer.

Secondments

4.2.3 If consultants are on full-time secondment to a post with a non-qualifying employer, their award will be suspended and will not be subject to renewal in this period.

4.2.4 ACCEA advises that consultants should speak to their employer before beginning their secondment to make arrangements for protecting the award, and continuing to collect it after their secondment has finished.

4.2.5 If a consultant is seconded part time and continues to work in their original post part time, they may be eligible for pro rata payment of their award. They must inform ACCEA of the proposed arrangements before beginning the secondment.

4.2.6 If the secondment period is less than a year, they will resume receipt of their award once the secondment has ended. If they are due to renew during the secondment period, they will be subject to a renewal during the next applicable awards round. ACCEA may use its discretion and grant an extension to the renewal period to allow the consultant time to gather suitable evidence of awardable work on their return to the NHS.

4.2.7 If the secondment is longer than a year, ACCEA will consider reinstating the award subject to the consultant returning to awardable work.

4.2.8 If consultants are away for between 1 and 5 years they can apply to have their award reinstated. ACCEA will specify the renewal period of the reinstated award. Generally, consultants who are away for five years or more must reapply at Bronze level. Consultants who move to government departments or government sponsored roles may be considered to return at the original level.

4.2.9 If consultants who are due to begin a secondment during their renewal year an extension may be granted at the discretion of ACCEA following the same criteria for retirements. Each case will be judged on its merits.
4.2.10 If consultants are on secondment to the Independent Sector Treatment programme or similar organisation, whilst retaining their contract as an NHS consultant, they are still eligible to receive the award and will be subject to renewal.

**Sabbaticals**

4.2.11 Consultants must inform the ACCEA Secretariat before they begin their sabbatical to agree arrangements surrounding their award. ACCEA would expect evidence of benefits to the NHS as an outcome of the sabbatical or for arrangements to be put in place that continue the NHS contribution. Otherwise ACCEA will consider suspending the award until the consultant’s return.

**Prolonged absence from the NHS**

4.2.12 Where, for any reason, consultants have not practised their specialty in the NHS for more than a year, ACCEA will review whether the award should be reinstated.

**Leaving the NHS during an award round**

4.2.13 In order to qualify for an award, consultants must be employed as a consultant in the NHS on 1 April in the award year.

4.2.14 Where an applicant is made redundant or if an applicant retires during an award round and before the announcement of the outcome, their application will be deemed to have been withdrawn.

**4.3 Retirement, Pensions and Clinical Excellence Awards**

4.3.1 Consultants are obliged to notify ACCEA of their date of retirement or when they claim their pension. Clinical Excellence Awards cease when an award holder retires or claims any part of their pension (NHS Pension Scheme, University Superannuation Scheme or from transferred out benefits). If consultants are re-employed, they will not continue to receive any award payment. If they are re-employed on a permanent contract, they currently have the right to re-apply to the Scheme.

4.3.2 New awards following retirement and return to work are made on the basis of work undertaken since the new contract began and applications will need to demonstrate impact and sustainability. Evidence that has already gained recognition in an applicant’s previous award will not be considered for a new award. The dates when the work described in the application form was undertaken must be clearly stated and if this is continuation of work prior to retirement this must be specified. Any evidence offered for which the dates are unclear will be disregarded by the assessors. If evidence relates to continuation of work prior to
retirement, then it should be made clear what has been done since the new contract. If a national award is not held at the time of retirement then an application can be made at bronze level. For applicants who held a national award or L9 at the time of retirement, applications can be made for national awards at or below the level of any national award held at the time of retirement. If a national application is unsuccessful it will not be considered at another level. In these circumstances the applicant would be eligible to apply for employer based awards. Applicants must state the dates of their retirement and the commencement of their new contracts in their application. Applications will be assessed in competition with other applicants in the usual way.

4.4 Becoming the subject of an investigation

4.4.1 Consultants and employers must inform ACCEA, as soon as they are aware, if a consultant becomes the subject of any investigation; disciplinary procedure or successful litigation, related to their personal or professional conduct that may reflect badly on their judgement or the expected standards of the profession. See Guide to Applications for national awards section 2.3.2 for details.

4.4.2 Consultants should keep ACCEA informed of any developments and the outcome of any investigations for our records. ACCEA maintains a policy of ‘innocent unless proven otherwise’.

4.4.3 Failure to declare any issues will call into question the validity of the award and could lead, ultimately, to the withdrawal of the award.

4.4.4 Consultants are eligible for awards providing there are no adverse outcomes for the consultant following disciplinary action by the employer or the General Medical Council or the General Dental Council. ACCEA have discretion in determining the impact of such disciplinary outcomes on individual applications and awards.

4.4.5 A consultant or academic GP will not be eligible to apply for an award, to continue to hold an award or to renew an award, if they have disciplinary sanctions including formal GMC/GDC findings of impaired fitness to practise or warnings outstanding against them. The implications of disciplinary sanctions by employers’ disciplinary proceedings, including the issuing of a formal warning, will be considered by ACCEA. ACCEA will decide if those sanctions render the consultant ineligible, with an opportunity for the consultant and the employer, where appropriate, to make representations on the issue.

4.4.6 Consultants working in Trusts in special measures, as set by the Care Quality Commission, are eligible to apply for awards. However, the employer will be asked to specifically comment in the employer supporting statement on each application
form as to whether individual applicants have contributed to the failings that led to this situation. This will then be carefully considered as part of the assessment process. In the event that an individual who is on the list for recommendation for an award has Board level responsibility (i.e. a Medical Director) in a Trust in special measures, this will be considered by the Main ACCEA Committee.
5 Appeals

5.1 Appeals for national awards

5.1.1 Appeals against decisions about national awards (Bronze, Silver, Gold and Platinum), both new and renewals, are handled by ACCEA. An appeal can only be raised for individual applications.

5.2 Grounds for an appeal

5.2.1 ACCEA considers appeals for National Awards only.

5.2.2 Inevitably, some applicants will be disappointed with the final outcome. They cannot appeal simply because they disagree with the collective judgement of ACCEA. However, where they can demonstrate procedures have not been followed, they may appeal for a review.

5.2.3 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
- ACCEA established evaluation processes were not followed
- Bias or conflict of interest on the part of a committee

5.2.4 Any appeal related to national awards must be lodged by either Friday 24 January 2020 or within four weeks of the award results being announced whichever is the latter.

5.3 Handling of Appeals

5.3.1 The ACCEA Chair and Medical Director will review evidence provided to establish whether there are grounds for appeal. They will then ask a panel of two sub-committee members (one medical and one non-medical) who were not involved in the assessment of the application, to review their proposed decision to ensure it is robust. If there are no grounds for appeal, a letter will be issued explaining why.

5.3.2 If it is determined that there are grounds for an appeal and that this cannot be resolved informally then a formal appeal will be set up.
5.3.3 A panel of people previously uninvolved in the consultant’s 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 the complaint, the documents setting out prescribed procedures, and a written statement of the procedure actually followed by the committee in question.

5.3.4 The consultant will have access to all documents for consideration by the panel, and have the chance to make further representations in writing.

5.3.5 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.

5.4 Timeline for appeals

5.4.1 ACCEA attempts to resolve appeals within the timeline set out in the Guide for Applicants, however delays do sometimes occur. Where there are delays, the consultant will be kept informed.

5.5 What happens if an appeal is successful?

5.5.1 The panel’s role is to decide whether there is a process failure. If an appeal against process is successful, the ACCEA Chair and Medical Director will consider resolution of the case against a range of options, such as a one year extension for a renewal application or rescoring of a new award. ACCEA’s decision in respect of an individual appeal will be consistent with other relevant appeals.

5.5.2 A successful appeal does not necessarily mean that an award will be renewed or a new award made. ACCEA will provide the appellant with a written explanation of the underlying reason for the decision.