**Process for national Clinical Excellence Awards in the 2013 round**

This documents sets out the process that will be followed by PHE in relation to applications for national Clinical Excellence Awards (CEA) in the 2013 round.

This process aims to be open, fair and transparent and has been agreed by the Local Negotiating Committee. It is run under the framework of the ACCEA Guidance which should be read alongside this document by all applicants. Where there are differences in internal process, this document takes precedence.

**The awards**

CEAs are given to recognise and reward contribution to the NHS[[1]](#footnote-1) which is “over and above” that normally expected. They are awarded for quality and excellence, while quantity of work is rewarded through programmed activity payments.

The CEA scheme is intended to fully support the NHS. It aims to ensure recognition of exceptional personal contributions made by individual consultants that show a commitment to achieving the delivery of high quality care and service, also to the continuous improvement of the NHS.

National awards are focused on a consultant’s personal achievements on a national and international basis. They are funded by the Department of Health.

**PHE’s role in administering the awards for 2013**

PHE will be administering both the local and national parts of the CEA scheme on behalf of all medical and dental consultants employed by us, and public health consultants employed by local authorities and universities. This involves making recommendations for new “employer based” or “local awards” as well as ranking applications for national awards which will ultimately be assessed by ACCEA.

For the local authorities and the universities this is a supporting role that PHE is undertaking to enable these non-NHS bodies to fulfil their statutory obligation to be able to continue this condition of service for their medical consultants affected by the Health and Social Care Act 2012. This also forms part of our professional support to remove barriers for medically qualified public health professionals to move between the NHS, PHE, local government and academia as well as encouraging high professional standards.

**National award funding**

National awards are funded centrally. PHE will receive monies from ACCEA for all public health consultants with national awards regardless of whether they are PHE employees, employees of local authorities or universities. The employer will need to make payment and reclaim the monies back from PHE.

**Eligibility**

PHE will use the same eligibility criteria described by ACCEA in its guidance.

**Application form**

Each section of the application form must be completed and further information on how to do this can be found in the 2013 Guide to Employer Based Awards produced by ACCEA.

Applicants can choose to complete extended forms for domain 3, 4 and 5 if they feel they have been particularly active in any of these domains. The number of these that can be completed differs depending on the level of award being applied for:

Bronze and Silver – ***One*** additional form

Gold – ***Two*** additional forms

Platinum – ***Three*** additional forms

This is/these are completed instead of the relevant field(s) in the main application form A and must be submitted at the same time as the main application form.

**Citations**

For national applications these are submitted directly to ACCEA via their online system. PHE does not need these to be submitted to them for their consideration. They are independent of the PHE process.

**Submitting your application to PHE for consideration**

Applications for consideration by PHE will need to be ***submitted*** to cea2013@phe.gov.uk ***by Friday 16 August 2013. Applications received after this date will not be considered.***

This application form must be submitted fully completed including the employer statement. This should be provided by the line manager in the employing organisation and include the domain scores on their assessment of your contributions. Failure to have the form fully completed will mean that the application cannot be progressed further.

**Panels: Set up, recruitment and meetings**

PHE will divide the work into the four regional boundaries: London, Midlands and East, North of England, and South of England. This approach has been approved by ACCEA.

The panels will consist of 12 members including the regional directors for the relevant region acting as the chair. Panel members will break down evenly into the groups which ACCEA recommend should make up a panel:

* four lay members (persons with an interest but no qualifications in healthcare)
* four professional members (medically qualified consultants and academics)
* four employer members (trust or local authority chief executives, university principals, public health directors, medical directors or HR directors)

Recruitment to the panel will be held in conjunction with the BMA/BDA, regional directors, PHE’s medical director, the Local Government Association and the Medical Schools Council.

All 12 panel members are required to complete the scoring. Further information on scoring can be found later in the document.

Consideration of the application forms will take place in a half day meeting (EBA applications for the region will be considered in the morning of the same day). All panel members are invited to and welcome to attend. However, there may be many reasons why not all panel members can attend. ***PHE will consider a panel quorate if six, which must include two representatives from each of the member groups, of the 12 panel members are present.***

**Scoring**

The role of the committee will be to consider the applications put before them. They will score each domain within the application form using the 0, 2, 6, 10 system as described by ACCEA:

* + 0 = No commitment in this domain
	+ 2 = Delivers contractual expectations
	+ 6 = Some aspects of delivery are over and above contractual expectations
	+ 10 = Excellent

These scores will be collated by PHE and made available to all members on the day of the considerations.

**Submission of evidence to ACCEA**

***Your application must have been through the PHE process before submission to ACCEA.***

National award applications are made via ACCEA’s online application system (<https://www.nhsaccea.dh.gov.uk/Pages/Default.aspx>). This is usually open for eight weeks and requires submission of evidence to PHE for sign off before it can be submitted to ACCEA. Please note that once PHE has completed the employer’s statement it goes back to the applicant for final submission. The employer does not submit the form directly to ACCEA.

ACCEA have yet to announce their deadline. For information, please go to <https://www.gov.uk/government/organisations/advisory-committee-on-clinical-excellence-awards>

**Notification of results**

Results of the national awards round are announced by ACCEA. They will send notification to successful candidates and their employers.

The national process takes a number of months to complete and it is unlikely that ACCEA will be able to announce the results of the round until spring 2014.

**Appeals**

Appeals against the national awards process are submitted directly to the ACCEA chair. Further information on this process can be found in the 2013 Guide to Applications (new and renewal) and Existing Award Holders.

1. For these purposes the definition of what constitutes NHS is as defined by the Health Service Act 2006 i.e. it includes public health [↑](#footnote-ref-1)