

Change in employment of NCIA and NCEA holders: form

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This form is used to inform the ACCIA Secretariat about changes to the employment status of national Clinical Excellence Award and national Clinical Impact Award holders.

Part 1: personal, communication and award information

Part 1 must be completed for all changes of circumstances.

Title

Surname

First name

GMC and/or GDC number

If applicable, supply both GMC and GDC.

Date of birth (dd/mm/yyyy)

Email address

Telephone number

Award level

Year award last reviewed

Next renewal year

Are you an academic GP?

Employer contact (name and email address)

If applicable, provide details for both your substantive and honorary contract employers.

Next steps

If you are informing us about a change in employer or a secondment (Part 5 is also relevant for secondments), go to Part 2.

If you wish to inform us about a change to your employment by your current employer, go to Part 3.

If you are to retire or claim your pension, go to Part 4.

If you are taking unpaid leave, a secondment or a sabbatical, go to Part 5.

If you want to let us know about an investigation or disciplinary proceedings being taken against you, go to Part 6.

Part 2: change of employer or secondment

If you are to be loaned or seconded out to another organisation for more than 6 months or have secured a substantive new post at a different trust or arm's length body, you should complete this part.

Present or most recent employer details

Name of current employer

Is this an honorary contract?

Does your contract include Schedule 30?

Do you also work at another organisation?

If so, where?

Start date of current contract (dd/mm/yyyy)

Current contract end date (dd/mm/yyyy)

Current number of programmed activities worked

Current job title and specialty

New employer details

Start date of new contract (dd/mm/yyyy)

Name of new employer

Contact name and email or telephone number of new organisation

Is this an honorary contract?

Does your contract include Schedule 30?

Is it a permanent contract?

New number of programmed activities worked

Is this a secondment?

If so, for how long?

New job title (if more than one, list all)

New specialty

Highlight the key differences between your current and new roles

Any other relevant information relating to your change in circumstances

Next steps

Attach a copy of your current (or old if change has already taken place) and new job plan, signed off by your new employer's HR department to this form.

Those who are looking for early advice should also endeavour to provide a proposed job plan for review.

ACCIA will not be able to provide concrete advice without a proposed job plan.

If you are notifying ACCIA of secondments, go to Part 5.

Otherwise, go to the declaration and signature page.

Part 3: changes to employment with current employer

If your job is changing, but you are not moving employers, you should complete this part.

Current employment details

Name of current employer

Is this an honorary contract?

Does your contract include Schedule 30?

Do you also work at another organisation?

If so, where?

Start date of new contract (dd/mm/yyyy)

End date of new contract (dd/mm/yyyy)

Current number of programmed activities worked

Current job title and specialty

New employment details

Start date of new arrangement (dd/mm/yyyy)

Is this an honorary contract?

Does your contract include Schedule 30?

New number of programmed activities worked

New job title (if more than one, list all)

New specialty (if applicable)

Describe the key differences between your current and new roles

Provide any other relevant information relating to your change in circumstances

Next steps

Attach a copy of your current (or old if change has already taken place) and new job plan, signed off by your employer's HR department to this form.

Those who are looking for early advice should also endeavour to provide a proposed job plan for review.

ACCIA will not be able to provide concrete advice without a proposed job plan.

Now go to the declaration and signature page.

Part 4: retirements and claiming pension

Complete this part if you have or are thinking of retiring or drawing down up to 100% of your pension benefits. This section applies to full retirement, retire and return, partial or flexible retirement and drawing down pension benefits due to being deferred from your pension scheme for 5 years.

As of 1 April 2023, drawing down up to 100% of your pension benefits allowance does not automatically equate to the loss of your award.

You are obliged to notify us of your date of retirement when it is known or if you claim your pension. You should endeavour to consult ACCIA on your retirement plans as early as possible so advice can be provided on the potential impact on your award. You do not need to know an exact retirement date to receive advice, but you will need to provide information on changes to your role by supplying a proposed job plan.

Most recent employer

Date of retirement (dd/mm/yyyy)

Date of return to work (dd/mm/yyyy)

Type of retirement?

Is there a gap of more 24 hours in your employment?

ACCIA rules state an award holder must retire and return immediately within 24 hours to be eligible to keep an award, provided the standard eligibility criteria are met. You must provide your organisation's retirement policy if you have taken longer than 24 hours break because of your organisation's rules.

Has your job plan changed?

If yes, provide information on your current and new number of programmed activities

Provide any other information relevant to your retirement

Next steps

Attach confirmation of your upcoming full retirement signed off by your employer's HR department to this form. For retire and return, and partial or flexible retirement cases, attach a copy of your current (or old if change has already taken place) and new job plan, signed off by your employer's HR department to this form.

Those who are looking for early advice should also endeavour to provide a proposed job plan for review.

ACCIA will not be able to provide concrete advice without a proposed job plan.

If you are taking unpaid leave, go to Part 5.

For all other cases, go to the declaration and signature page.

Part 5: unpaid leave, secondments and sabbaticals

If you are currently taking or plan to take unpaid leave, a secondment or a sabbatical, you should complete this part. Awards are not paid during any period of unpaid leave.

Current employer

Type of leave

Proposed leave start date (dd/mm/yyyy)

Proposed leave end date (dd/mm/yyyy)

Provide further information or reason

If you wish to request that your award continues payment during sabbatical or secondment, provide reasoning and or evidence of how it will benefit the NHS. This section is optional for those not requesting continued payment. Any information you do provide will be treated sensitively and will be used purely for information purposes.

Do you intend to return to the same role and employer?

If not, also complete Part 2 or 3 of this form.

Next steps

If you intend to return to a different employer, complete Part 2.

Otherwise, go to the declaration and signature page.

Part 6: investigations or disciplinary proceedings

If you have been, or are currently, subject to any investigations or disciplinary proceedings, you should complete this part. ACCIA may contact your employer and/or the investigating agency to verify this information.

You must inform ACCIA, as soon as you are aware, if you become the subject of any investigations or disciplinary procedures by your employer, the General Medical Council or General Dental Council. If you are the subject of successful litigation, related to your clinical practice, with an admission of liability or liability proven in a court, you must also inform ACCIA.

You should keep ACCIA informed of any developments and the outcome of any investigations for our records. ACCIA maintains a policy of 'innocent unless proven otherwise'. Failure to declare any issues will call into question the validity of your award and could lead, ultimately, to the withdrawal of your award.

ACCIA considers circumstances on an individual basis.

Are you currently or have been under investigation by your employer, regulator or law enforcement agency?

If relevant, state which regulator, agency or law enforcement has conducted or is currently conducting the investigation

If yes, what is the nature of the investigation?

Include a timeline of when the investigation started and, if relevant, when it was concluded.

Has the investigation concluded?

Were you found in breach of professional practice guidelines or law?

If the investigation was upheld, describe any sanctions or restrictions placed upon your professional practice

Are you currently the subject of any disciplinary action?

If yes, what is the nature of this action?

Include the time period in which the disciplinary action will be in place.

Next steps

Now go to the declaration and signature page.

Declaration and signature

Knowingly providing false information to ACCIA is fraud. ACCIA and the Department of Health and Social Care will take legal action if we suspect a fraudulent statement has been made for financial gain.

Sign the following declaration.

I declare that the information I have included in this document is, to my knowledge, true and understand that failure to provide ACCIA with up-to-date employment information may lead to the forfeiture of my award.

Signature

Name in capital letters

Date (dd/mm/yyyy)

Ensure to attach your current (or old job plan if change has already taken place) and new proposed job plan in the email to ACCIA (accia@dhsc.gov.uk), where relevant. ACCIA will not be able to provide concrete advice without a proposed job plan.

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