



Department of  
**Health, Social Services  
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AN ROINN

**Sláinte, Seirbhísí Sóisialta  
agus Sábháilteachta Poiblí**

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MÁNNYSTRIE O

**Poustie, Resydènter Heisin  
an Fowk Siccar**

**GUIDE TO THE  
NORTHERN IRELAND  
CLINICAL EXCELLENCE AWARDS SCHEME**

**2010/2011 AWARDS ROUND**

**MAY 2010**

## CONTENTS

Page

SECTION 1	INTRODUCTION TO THE SCHEME	1
	Background	1
	Rationale and Objectives	1
	Structure of the Scheme	2
SECTION 2	THE STRUCTURE AND MAIN FUNCTIONS	3
	Regional Committee	3
	NICEAC Secretariat	3
SECTION 3	ELIGIBILITY	4
	Who is eligible	4
	Who is not eligible	5
	Effects on eligibility following changes in circumstances	5
SECTION 4	SELF NOMINATION PROCESS	7
	Submitting Applications	7
	Citation Process	9
	Review	10
SECTION 5	ASSESSMENT CRITERIA	11
	Criterion 1 – delivering a high quality service	11
	Criterion 2 – developing a high quality service	12
	Criterion 3 – managing a high quality service	12
	Criterion 4(a) – teaching and training	13
	Criterion 4(b) – research	14
SECTION 6	REVIEW OF AWARDS	16
	5 Year Review Process	16
	Downgrading	17
	On retirement	18

SECTION 7	GUIDANCE ON LOCAL AWARDS	19
	Eligibility	19
	Quality Assurance	19
	Timetable	20
	Membership	20
	How the Scheme operates	21
	Assessment Criteria	21
	Citation Process	23
	Effective date of local Awards	24
	Review against the Process	24
	Five Year Reviews	24

## **APPENDICES**

APPENDIX 1	NICEAC TIMETABLE	25
APPENDIX 2	AWARDS WHICH CAN BE APPLIED FOR and VALUES OF AWARDS	27

## **ANNEXES**

ANNEX A	CV FORM FOR HIGHER AWARD and/or FIVE YEAR REVIEW
ANNEX A1	SUPPLEMENTARY (OPTIONAL) CV FORM FOR HIGHER AWARD
ANNEX B	CITATION FORM FOR HIGHER AWARD and/or FIVE YEAR REVIEW
ANNEX C	CV FORM FOR LOWER AWARD and/or FIVE YEAR REVIEW
ANNEX D	CITATION FORM FOR LOWER AWARD and/or FIVE YEAR REVIEW

## SECTION 1: INTRODUCTION TO THE SCHEME

*This section explains the background, the rationale and basic structure of the clinical excellence awards scheme*

### **Background**

1. The Northern Ireland Clinical Excellence Awards scheme was introduced in 2005. This Guide provides detailed guidance on the scheme and covers both higher awards (decided by the regional committee) and lower awards (decided by Trusts). The awards are given to recognise and reward contributions to HSC which are “**over and above**” the standard normally expected of a consultant in their post.

### **Rationale and objectives**

2. The scheme aims to ensure recognition of exceptional personal contributions made by individual doctors who show a commitment to achieving the delivery of high quality care to patients and to the continuous improvement of HSC. They must work to the standards of professional conduct and personal conduct required by the General Medical Council or the General Dental Council.
3. In particular, the objectives are:

To reward individuals who perform over and above the standard expected of a consultant in their post, and who locally, regionally, nationally or internationally:

- demonstrate sustained commitment to patient care and wellbeing or improving public health;
  - sustain the highest standards in both technical and clinical aspects of service delivery whilst providing patient focused care;
  - in their day to day practice demonstrate a sustained commitment to the values and goals of HSC 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 the knowledge base through research or other scholarly work and participate actively in research governance;
  - are recognised as exceptional teachers and/or trainers and/or managers;
  - contribute to policy-making and planning in health and health care;
  - make an outstanding contribution to professional leadership.
4. Individuals will not be expected to meet all of these objectives to be worthy of an award. Much will depend on the nature and type of the post they hold.

## Structure of the Scheme

5. The Northern Ireland Clinical Excellence Awards scheme is a single, graduated scheme and comprises both local and regional elements. Lower awards (formerly discretionary points) will be made by local (employer) committees. These awards will primarily reward outstanding contributions to local service delivery objectives and priorities. Higher awards (formerly Distinction Awards) will be recommended by the Northern Ireland Clinical Excellence Awards Committee (NICEAC). For higher awards contributions at a regional, national and international level will be important. However, it will still be possible for consultants who deliver a wholly local contribution to progress to the higher awards.
6. There are twelve levels of award. The first eight awards will be recommended by local committees (steps 1- 8), and the four highest awards will be recommended by the regional committee (steps 9 -12).
7. There is a single set of assessment criteria, with one standard CV self nomination form for all levels of awards. Self nomination is the sole method of nomination at both the local and higher level. There is a standard process for seeking citations at both levels. All awards will be decided on the grounds of merit.
8. All awards will be paid in addition to the consultant's basic salary; higher awards will subsume the value of any award held previously; and awards for part time consultants will be paid on a pro rata basis (excluding Joint Appointments). The values of all awards will normally be determined in accordance with the recommendations of the Doctors and Dentists Pay Review Body (DDRB).
9. The number of awards available each year will be necessarily limited. For lower awards, employers will be required to allocate a minimum of 0.25 awards per eligible consultant. The Department will determine the number of higher awards available for allocation, taking into account any recommendations of the DDRB.
10. Separate guidance for local (employer) committees has been developed (Section 7). The regional committee has a quality assurance and monitoring role over the local process. The regional committee will publish an annual report.
11. Consultants in receipt of a distinction award or discretionary points keep them, subject to existing review provisions, and are eligible to apply for awards under the Clinical Excellence Awards scheme (subject to the criteria being met). The award of a Clinical Excellence Award subsumes the value of any discretionary points or distinction awards held by the consultant.

## **SECTION 2: THE STRUCTURE AND MAIN FUNCTIONS OF THE CLINICAL EXCELLENCE AWARDS COMMITTEE**

*This section sets out the role and membership of the Northern Ireland Clinical Excellence Awards Committee*

### **Regional Committee**

12. The Northern Ireland Clinical Excellence Awards Committee (NICEAC) is a Non-Departmental Public Body. Its function is to make recommendations to the Department on which HSC consultants should receive the higher value awards, having regard to the number of awards available for allocation. It also has a quality assurance role over the local awards process.
13. The membership will be as follows:
  - Lay Chairman 1
  - Vice Chairman (Medical Director) 1
  - Medical or Dental members HPSS 2
  - External medical members (GB) 2
  - Employer members 2
  - Lay member 1
14. The Chairman and the lay member will be appointed adopting the principles of the public appointments process (advertising, interviewing etc). Professional members are appointed by the Minister on advice from the Chief Medical Officer. They are not appointed as representatives of any individual specialty or employer. Employer members are appointed by the Minister on advice from the Department. They are not appointed to represent the views of any particular organisation or employer.
15. Guidance on the structure and role of local committees is set out in Section 7 which covers lower awards.

### **NICEAC Secretariat**

16. The Northern Ireland Clinical Excellence awards Committee (NICEAC) has a secretariat that forms part of the Department of Health, Social Services and Public Safety. The principal functions of the secretariat are to:
  - provide day to day support for the Chairman and Medical Director;
  - take the lead in the Department of Health, Social Services and Public Safety on the development of operational policy for NICEAC; and
  - undertake the duties arising from the process of making annual awards.
17. Self nomination forms for steps 9, 10, 11 and 12 awards should be sent to the secretariat.

### SECTION 3: ELIGIBILITY

*This section explains who is eligible and who is not eligible for awards*

#### **Who is eligible?**

18. Those eligible for a Clinical Excellence Award are:
- a) Consultants who have at least three year's experience at consultant level, who hold a medical or dental qualification, who are fully registered, and who are employed by organisations such as the following:
- Health and Social Care (HSC)Trust;
  - Health and Social Care Board;
  - Business Services Organisation;
  - Public Health Agency;
  - Blood Transfusion Service;
  - Queen's University Belfast;
  - The Department of Health, Social Services and Public Safety (where the consultant retains HSC/NHS Terms and Conditions of Service);
  - Other bodies, which are approved from time to time as proper employers of consultants for the purposes of the HSC.
- In determining the eligibility period for awards consultant level experience outside the UK should be taken into account.
- b) Joint Appointees – eligibility for awards is based on the contribution made to the HSC defined in wider terms than direct care to patients. The entitlement to full eligibility for an award is based on five programmed activities (or equivalent sessional time) beneficial to the HSC, including teaching and clinical research.
- c) Eligible consultants who are subsequently employed as Deans (undergraduate and postgraduate) in medicine or dentistry are fully eligible on the basis of their work in such posts.
- d) Eligible consultants working as clinical and medical directors of HSC Trusts retain their eligibility for clinical excellence awards, account being taken of both their clinical work and their contribution as clinical or medical director. Consultants spending time almost exclusively in medical management will be considered for awards (to ensure that they continue to be eligible for appropriate revalidation by the GMC, clinical consultants in medical management posts should normally undertake some clinical practice).
19. For higher awards, consultants must have achieved a minimum of four lower clinical excellence awards or four discretionary points to become eligible. NICEAC consider that in most cases it would normally take at least 10 years for consultants applying for a step 9 award, to accumulate the quantity and

quality of evidence that would be necessary in order to justify an award, though in exceptional cases faster progression is not impossible. Similarly, the Committee would expect that, in most cases, at least 4 years would normally be necessary in order to accumulate sufficient evidence to justify further progression.

20. Consultants will not be allowed to apply for both a lower and a higher award in the same year.
21. Eligibility for all awards is dependent upon participation in annual appraisal. Employers will be expected to indicate that a satisfactory appraisal has taken place in the 12 months prior to the application. NICEAC will not be seeking information about the appraisal itself. Employers will also be expected to confirm that the consultant's job plan and contractual obligations have been fulfilled and that the consultant has complied with the Private Practice Code of Conduct. In addition employers will be asked to confirm that any concerns raised about a consultant have not been upheld following disciplinary action by the employer or the General Medical Council or General Dental Council.
22. Employers will be expected to inform the local committee and NICEAC, on the citation form or at any time after it has been submitted, of any ongoing disciplinary matters. The Committee will take note of any disciplinary process underway and will await the eventual outcome so that any appropriate action can be taken promptly and in consultation with the employer and the consultant.

### **Who is not eligible?**

23. Consultants employed in the following categories are not eligible for clinical excellence awards:
  - locum consultants.
  - consultants employed in full-time general management positions, such as Chief Executives, and who do not undertake clinical work as a consultant under a separate clinical contract.
  - Joint Appointment Academic General Practitioners.

### **Effects on eligibility following changes in circumstances**

24. The following changes in circumstances may affect payment of, or eligibility for, awards:

#### *Change in specialty*

25. If an award-holder ceases to practise in the specialty for which the award was granted, the circumstances of the case will be subject to review by NICEAC, or in the case of local awards, the Local Awards Committee.

### *General Management*

26. In the case of a consultant who ceases to practice in the specialty for which the award was granted and moves into a full or part-time general management post, the arrangements for protecting the full monetary value of any award held will be a matter for prior discussion and agreement between the employer and the consultant. Where an award-holding consultant returns to clinical work after a period in a full-time general management position, the award may be reinstated provided the consultant returns to a similar post in the same speciality. However, if an award holder undertakes full time general management for a period in excess of one year, the question of the reinstatement of the award will be subject to review by NICEAC, or in the case of local awards, the Local Awards Committee.

### *Unpaid leave*

27. The payment of an award shall cease during any period of unpaid leave. If the leave is for a period in excess of one year, the question of the reinstatement of the award will be subject to review by NICEAC, or in the case of local awards, the Local Awards Committee.

### *Secondments*

28. If a consultant is seconded full-time to a post with a non-qualifying employer, he or she will not be eligible for consideration for an award during the period of secondment. Any existing award will be regarded by NICEAC as suspended for the duration of the secondment. The arrangements for protecting the full monetary value of any award held during the period of secondment will be a matter for prior discussion and agreement between the employer(s) and the consultant as part of the terms of the secondment. If the secondment is for a period in excess of one year, the question of the reinstatement of the award will be subject to review by NICEAC.

### *Prolonged absence from HSC*

29. In the case of consultants who have not practised their specialty within HSC for a period in excess of one year, the question of the reinstatement of the award will be subject to review by NICEAC, or in the case of local awards, the Local Awards Committee.

### *Effect of retirement on clinical excellence awards*

30. On retirement all awards cease, including Clinical Excellence Awards and Distinction Awards; they are consolidated into pension. Consultants who are re-employed after retirement do not retain eligibility for payment of their award.

## SECTION 4: SELF NOMINATION PROCESS

*This section explains the arrangements for submitting self nominations and citations for awards*

31. **Self nomination is the only method of nomination for all awards.** Self nomination must be made by completing a CV Form (see copy attached at Annex A for illustrative purposes only). It is also available, to view, on the Department's website [www.dhsspsni.gov.uk/](http://www.dhsspsni.gov.uk/) (health and social care/clinical excellence awards scheme/forms for the scheme).
32. Before proceeding with their application, consultants should consider whether they meet the eligibility criteria set out in Section 3.
33. It will be normal practice for consultants to move from one step to the next. NICEAC consider that in most cases it would normally take at least 10 years for consultants applying for a step 9 award, to accumulate the quantity and quality of evidence that would be necessary in order to justify an award, though in exceptional cases faster progression is not impossible. Similarly, the Committee would expect that, in most cases, at least 4 years would normally be necessary in order to accumulate sufficient evidence to justify further progression.  
Consultants must have achieved a minimum of **four** local awards/discretionary points before they can apply for a higher award.
34. Guidance showing which new clinical excellence awards existing award holders can apply for is set out in Appendix 2. It is also available on the Department's website [www.dhsspsni.gov.uk](http://www.dhsspsni.gov.uk/) (health and social /clinical excellence awards scheme).

### Submitting applications

35. At the start of each awards round all eligible consultants will be invited by letter to self nominate for a higher award. If a consultant decides to apply he/she will be asked to complete and sign a short proforma – “Notification of Intention to Apply for Higher Award” (which will be available on the website [www.dhsspsni.gov.uk/](http://www.dhsspsni.gov.uk/) (health and social care/clinical excellence awards scheme ) and return it to the secretariat. He/she will then be sent, by e mail, CV form and details of how to apply.
36. All CV applications must be made in the **current** format available on the website [www.dhsspsni.gov.uk/](http://www.dhsspsni.gov.uk/) (health and social care/clinical excellence awards scheme). This form covers both application for a new award and application for a 5 year review of an existing award. In completing each section, applicants **must** comply strictly with the instructions on the form. Initially they will be asked to indicate whether the application is for; a Higher

Award only, a Five Year Review only, or both. Applicants should also read Section 5 of the Guide which explains the assessment criteria.

37. The closing date for submitting self nominations to NICEAC for Steps 9 to 12 awards will be rigidly adhered to. **Late applications cannot be accepted.** Local Awards Committees will determine the closing date for submitting applications for the lower awards.
38. The secretariat will **not** be responsible for completing incomplete applications.
39. All CV self nominations for higher awards should be submitted **electronically**. When filling in the CV form consultants must:
  - adhere strictly to the instructions on the form;
  - not use acronyms/abbreviations unless well known
  - not exceed the box limits;
  - adhere to the word limits;
  - be succinct;
  - use a new line for each example.
  - include dates for each specific achievement and list in chronological order.

Care should be taken to ensure that, in each section, information is provided which is relevant only to that section. Pieces of information/examples should normally be used only once on the CV form and only in the section which is relevant to that information. It is important that consultants include all relevant information on the current CV form as no account is taken of any previous application. It is essential that all achievements are dated and listed in chronological order. Failure to include dates could affect an applicant's score as weightings are attributed to the timing of achievements. Any section left blank or with limited information will be attributed a zero - score.

40. **Personal Statement** - in this section consultants should describe the reasons why they believe they should be considered for a Clinical Excellence Award. Examples of Personal Statements of consultants awarded Northern Ireland Clinical Excellence Awards may be found on the website [www.dhsspsni.gov.uk/](http://www.dhsspsni.gov.uk/) (health and social care/clinical excellence awards scheme/successful applicants ). In addition examples of Personal Statements of consultants awarded National Clinical Excellence Awards in England and Wales may be found on the Advisory Committee on Clinical Excellence Awards (ACCEA) website at [www.advisorybodies.doh.gov.uk/accea](http://www.advisorybodies.doh.gov.uk/accea). Applicants are advised to base their statements on them. The focus should be on the most significant achievements since the last award and the most important examples of local, national and international work. Consultants may use this section to describe work that does not easily fit into the four criteria. For example, a consultant whose career path has taken them on a very individualistic direction and whose contribution to the HSC is hard to gauge locally, may have work of national or international significance.

41. **Job Plan** – the summary of the consultant’s Job Plan should show the average programmed activities undertaken and should distinguish between paid and unpaid activities.

### **Citation Process**

42. On receipt of a self nomination, the secretariat will seek citations. There will be a standard process for seeking citations at both local and regional level when a consultant self nominates for an award.

For **local awards** citations will be sought from:

<b>Steps 1 to 7</b>	Employer
<b>Step 8</b>	Employer and Senior Award Holder

Normally either the Clinical Director or the consultant’s appraiser should complete employer citations for local awards.  
(In the case of joint appointees, citations will also be sought from Queen’s University)

For **higher awards** citations will be sought from:

<b>Steps 9 and 10</b>	Employer and Senior Award Holder
<b>Steps 11 and 12</b>	Employer, Senior Award Holder and the consultant’s nominated Royal College or Specialty Association

Either the Chairman or Chief Executive should sign the employer citations for higher awards.  
(In the case of joint appointees, citations will also be sought from Queen’s University)

43. All citations must be completed in the **current** format available at the Department’s website: [www.dhsspsni.gov.uk/](http://www.dhsspsni.gov.uk/) (health and social care/clinical excellence awards scheme). In completing each section, citation writers must comply strictly with the instructions on the form (a copy of the citation form is attached as an annex for illustrative purposes only). The citation writer should be succinct and should not exceed the box limits on the form. Citation writers should write only one citation for each applicant, even if they are requested to write on behalf of more than one organisation. The closing date on the form should also be rigidly adhered to.
44. Citation writers will be asked on the form to indicate an assessment of the candidate for each of the four criteria.
- delivering a high quality service
  - developing a high quality service
  - managing a high quality service
  - contributing to HSC through teaching, training and research.

The level of assessment should be indicated by selecting one of the following for each criterion:-

- A Outstanding evidence of performance over and above the expected standards
- B Considerable evidence of performance over and above the expected standards
- C No evidence or some evidence of performance over and above the expected standards

Citation writers will then be required to give brief reasons on the form to support their markings for each criterion, including those not being supported. The reasons should be the citation writer's own assessment of the application, not a summary of the CV form.

45. As there are many more applications than awards available, applications should only be supported if the candidate, in the view of the citation writer, is deemed to be worthy of an award. Citation writers will have sight of the consultant's completed CV form. If a citation is being supported it is considered that assessments should normally contain mostly grade As and nothing below a grade B. If the citation writer decides not to support a particular self nomination he/she will still be required to complete the "Assessment by Criteria" section and give reasons for markings in each criterion.
46. Employers will also be required to complete the section "For Employers Only" even if not supporting an application (it is still possible for a consultant to receive an award if not supported by a particular citation writer). In those cases where there is a 5 year review, employers will also be required to state whether renewal of the award is justified and provide a separate assessment for this purpose.

### **Review**

47. The scheme will have an independent review process. A panel will be set up and will comprise three people nominated by the Department and who were not involved in the original decision. The panel will only consider the process by which the decision was made. It will not consider whether an award should or should not have been made. If the panel finds a flaw in the process it will have the authority to ask NICEAC to look at the case again. Guidance on the review process is available on the Department's website [www.dhsspsni.gov.uk/](http://www.dhsspsni.gov.uk/) (health and social care/clinical excellence awards scheme).

## SECTION 5: ASSESSMENT CRITERIA

*(This section explains the criteria for awards; what NICEAC look for when considering Step 9 to 12 award self nominations; and other factors NICEAC will take into account.)*

48. The four criteria will apply to both local (employer) and higher awards (steps nine to twelve). Consultants will be expected to score highly in all four areas if an application is to succeed. Decisions at the local level and the higher level should be made by means of an objective scoring framework. The Scoring Framework used for higher awards may be viewed on the Department's website [www.dhsspsni.gov.uk/](http://www.dhsspsni.gov.uk/) (health and social care/clinical excellence awards scheme/guidance on the scheme). At the higher level criterion one will be double weighted for step 9. For steps 10 – 12 all four criteria will be equally weighted.
49. All consultants applying for an award must be carrying out their work to the standards of professional and personal conduct required by the General Medical Council or the General Dental Council. The employer's citation must confirm this.
50. The criteria should be used to focus on the most important examples of the consultant's local, national, and international work. **It is essential that achievements are dated and listed in chronological order. They should describe outcomes. Failure to include dates could affect an applicant's score as weightings are attributed to the timing of achievements. For those already holding awards and applying for a higher level, the information provided must normally focus on achievements since the previous award was granted.** However, if the interval between gaining awards is short, the Committee will pay particular attention to performance and achievements in recent years.

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

51. In this section of their CV consultants should present evidence of their achievements in delivering a service which is safe, quality assured and where opportunities for quality improvement are consistently sought and implemented.
52. Information in support could cover, for example:
  - excellence in the delivery of professional commitments; this may include reference to validated performance or outcome data (ideally presented in comparative terms), reference to external or peer review reports assessing the quality of the consultant's service, or the demonstrated usage of evidence-based practice;
  - exemplary standards in dealing with patients, relatives and all grades of medical and other staff; this may include reference to validated patient or carer surveys or feedback on the service;

- excellence in leadership of the team for which the consultant has sole, rotational or shared responsibility;
- leadership role in relation to clinical governance.

**Criterion 2 – developing a high quality service**

53. In this section of the CV consultants should present evidence of the ways in which they have introduced developments to enhance significantly the quality and safety of their local service and/or services more widely within HSC.
54. Indicate here the developments you have been responsible for either alone or in a team with evidence that these have been of high quality and benefit. Do this separately for each post you hold.
55. Information in support could cover, for example:
- development of relevant audit cycles and completing them;
  - analysis of risk and managing it; this may include examples of specific improvements, reduced risk or enhanced safety;
  - improvement in service delivery which has had a demonstrable effect; this may include evidence that their service has become more patient-centred and accessible;
  - innovation in service delivery, which has had a demonstrable effect; this may include evidence of improved outcomes or of the introduction of major innovations in prevention, diagnosis, treatment or models of care.

**Criterion 3 – managing a high quality service**

56. In this section of the CV consultants should present evidence of the ways in which they have made a substantial personal contribution in the management of a local service, in national or international health policy development or planning.
57. Information in support could cover for example:
- change management (aimed at improving the effectiveness or efficiency of services) which the individual has led;
  - development of new policies or plans for health or health care;
  - major reviews, inquiries or investigations;
  - national policies aimed at modernising health services or professional practice.

58. Give here management posts held:
- in your trust (e.g. medical director or clinical director);
  - in the Health and Social Care Board;
  - nationally or internationally (e.g. officer of committee, task force, college or specialty society) or other employing organisation.
59. For each post, give in one sentence evidence of any outstanding contributions that you have made.  
Committee membership, as such, is insufficient evidence of an awardable contribution. If you wish such membership to be considered, you must indicate why. NICEAC is aware that membership of some national or international boards or advisory bodies is itself recognised as a marker of high professional status. Even then, it is advisable to give evidence of how you have contributed. Do **not** include here educational responsibilities such as chairman of a training committee. These should be entered in criterion 4(b).

**Criterion 4 (A) – teaching and training**

60. Teaching and training are an important aspect of a consultant’s career, and the development of junior colleagues is assumed by NICEAC to be part of the consultant’s normal role.
61. However, for some consultants, teaching and training will form a major part of the contribution that they make to HSC that is “over and above” what would be contractually expected of them and they will wish to focus on this aspect of their contribution when making their application for a Clinical Excellence Award.
62. Evidence, gained since the last award, should focus on some of the following:-
- medical undergraduate teaching;
  - contribution to postgraduate education and life long learning; include here contributions to teaching in other UK centres or abroad;
  - contribution to education of other health and social care professions;
  - undergraduate or postgraduate examining; supervision of postgraduate degree students;

63. Criteria of excellence include:
- **quality of teaching** – provide evidence of student feedback and other forms of assessment of teacher quality which can be drawn on to provide a basis for their views;
  - **leadership and innovation in teaching** – new course development; innovative assessment methods, introduction of new learning facilities, authorship of successful text books or of other teaching media;
  - **scholarship, evaluation and research in the educational domain contributing to national and international educational leadership** – presentations; invitations to lecture; peer reviewed and other publications on educational matters;
  - **institutional success in regulatory body and QA audits of teaching** in which the individual has played a key role;
  - **evidence of personal commitment to development of teaching skills** – a post graduate teaching certificate, courses completed etc;
  - **evidence of unusual teaching and educational commitment and workload not recognised in other ways.**
64. For Levels 9 and above you may wish to complete the supplementary form (see copy attached at Annex A1 for illustrative purposes only). The form is available on the Department’s website [www.dhsspsni.gov.uk](http://www.dhsspsni.gov.uk) (health and social care/clinical excellence awards scheme).

**Criterion 4 (B) - research**

65. For some applicants, research will form a major part of the contribution that they make to HSC that is “over and above” what would be contractually expected of them and they will wish to focus on this aspect of their contribution when making their application for a Clinical Excellence Award. For multi-author papers you must indicate your contribution to the funding, design, conduct and /or reporting of the research. If you wish to focus on this area, you should give here:
- an outline of your research aims and activity (one sentence- e.g. my research is clinically orientated and addresses problems arising due to chronic pulmonary disease);
  - in one sentence on a separate line, what has been achieved and what it is hoped to achieve;

66. Then provide evidence gained since the last award, in support of these.
- grants held;
  - contribution to the research and supervision of others;
  - other markers of standing in your chosen research field or fields such as office bearer of learned societies; visiting professorships;
  - peer reviewed publications, chapters written and books edited or written; indicate editorial activity; (It is essential that only “peer reviewed” publications should be included. Claims for credit must relate to the actual contribution made.)
67. For Levels **9** and above you may wish to complete the supplementary form (see copy attached at Annex A1 for illustrative purposes only). The form is available on the Department’s website [www.dhsspsni.gov.uk](http://www.dhsspsni.gov.uk) (health and social care/clinical excellence awards scheme).
68. Applicants who have introduced innovation into the delivery or organisation of healthcare may also describe this under criterion 4(B).

## SECTION 6: REVIEW OF AWARDS

*(This section explains the arrangements for the five year review of awards; the effect of withdrawal/downgrading of awards; and the additional review provisions available to NICEAC)*

### **5 Year Review Process**

69. This section deals with the process of reviews for higher awards. Clinical Excellence Awards and Distinction Awards granted from the 1989 awards round onwards are both subject to review at five-yearly intervals. (Note: Clinical Excellence Awards awarded by local awards committees are also subject to review by employers on a five yearly basis – see Section 7).
70. The process for reviewing awards has been simplified. If a consultant, whose existing award is due for a 5 year review, also applies for a new higher clinical excellence award in that year, one CV application form will serve both purposes. The applicant will be asked to indicate, before completing the form whether the application is for; a higher award; five year review; or both. The form will include a closing date which must be adhered to. The secretariat will continue to notify those consultants whose awards are subject to 5 year review.
71. Those consultants, applying for a 5 year review only, must set out how they continue to meet the criteria for an award. They should demonstrate, that the work done since the original award or the last review (whichever is appropriate), continues at a standard which fully meets the criteria for the scheme and is appropriate for and continues to justify the level of the award that is currently held. The focus must be on activity within the five year period leading up to the review. Information on earlier activity must only be included to demonstrate evolving contributions.
72. Those consultants applying for both a 5 year review and a new higher clinical excellence award must demonstrate how they continue to meet the criteria for the existing award and provide evidence of their suitability for a higher award. (See Section 5: Assessment Criteria).
73. Following the closing date for return of the CV form, NICEAC will seek a completed citation form from the individual's employer setting out their views on how the individual continues to meet the criteria for an award. The employer must indicate whether:
  - the consultant still merits the award held;
  - the consultant continues to work to the standards of professional and personal conduct required by the General Medical Council or the General Dental Council;
  - the consultant meets the eligibility criteria for an award in terms of job planning, appraisal, and the private practice code of conduct (see paragraph 21);
  - there is any adverse outcome for the consultant following disciplinary action by employer or GMC/GDC.

74. The five-year review ensures that only those consultants who continue to meet the performance standards required will have their award renewed. In reaching decisions on renewals, consideration will also be given to any outstanding disciplinary or professional proceedings.
75. NICEAC adheres to the principle that an accused doctor is innocent until proved guilty. However, it remains the case that the employer should inform NICEAC when formal disciplinary proceedings occur. NICEAC will note this but await the eventual outcome so that any appropriate action can be taken promptly and in consultation with the employer and the consultant.
76. The five-year review cycle does not preclude issues regarding performance being drawn to NICEAC's attention at any other time. Employers should be aware that at any stage where, in their view, there is good evidence that an award should be reconsidered, they have a duty to inform NICEAC. The Committee will then consider whether any action should be taken.
77. If the Committee concludes, following review, that an award is no longer merited it will recommend that the award should be withdrawn or downgraded.
78. Before this recommendation is implemented, the head of the secretariat will inform the consultant of the recommendation and the reasons for it. He or she will then have the opportunity to make a written submission to NICEAC before the final decision is taken. At the same time that the consultant is invited to make representations, the head of the secretariat will inform the consultant's employer of the recommendation and invite any further views that they may wish to bring to NICEAC's attention.
79. In some circumstances, the Committee may recommend that a consultant's award be renewed, but for a shorter period than 5 years, thus allowing the consultant an opportunity to demonstrate that he or she once again meets the criteria for the level of award held.

### **Downgrading**

80. A system of salary protection will generally be applied if an award is downgraded or withdrawn. The consultant's salary will be frozen until the maximum of the consultant salary scale (plus the value of any lower award if the original award was downgraded) has caught up with his or her "mark-time" earnings. The maximum of the salary scale for this purpose will include any underlying discretionary points held by the consultant. In exceptional circumstances NICEAC may determine that an award and its financial component be withdrawn completely.

## **On retirement**

81. Clinical Excellence Awards and Distinction Awards cease to be paid on the retirement of the consultant. For consultants who are expected to retire within five years, any renewal of existing awards (Distinction Awards or Clinical Excellence Awards) will normally extend to the consultant's expected retirement date. However, where the expected retirement date is only shortly beyond the limit of the five year review, NICEAC will use its discretion to renew the award until that date, even though this may result in a renewal slightly beyond the five year limit.

## **SECTION 7: GUIDANCE ON LOCAL AWARDS**

### **Role and Responsibilities**

82. The Clinical Excellence Award scheme comprises 12 levels of award. Each HSC employer will appoint a local committee to consider applications for the first eight levels of award (steps 1 to 8). Employers will be required to allocate a minimum of 0.25 awards per eligible consultant. The regional committee, the Northern Ireland Clinical Excellence Awards Committee (NICEAC) will make recommendations to the Department for the four highest awards (steps 9 to 12).
83. The regional committee will also have a quality assurance and monitoring role over the local awards process.

### **Eligibility**

84. Consultants who have served three years at 31 March will be eligible to apply for a local award (apart from consultants who already hold a Distinction Award or a higher Clinical Excellence Award). In determining the eligibility period for awards, consultant level experience outside the UK should be taken into account. Eligibility, as with higher awards, will also be dependent on participation in annual appraisal, fulfilment of job plan and contractual obligations, compliance with the private practice code of conduct, and confirmation that any concerns raised about a consultant have not been upheld following disciplinary action by the employer or the GMC/GDC. Paragraph 18 of this Guide explains who is eligible and covers both higher and lower awards. Paragraphs 24 - 30 deal with the effects on eligibility following a change in circumstances and also cover both higher and lower awards.

### **Quality Assurance**

85. Each Local Awards Committee (LAC) must put in place a transparent process for the award of local Clinical Excellence Awards which reflects any regional guidance. LACs must ensure that there is a clear audit trail for all applications ensuring that their decisions are properly documented and that the processes are transparent, fair and based on clear evidence.
86. Each LAC must produce an annual report for NICEAC on the outcome of the local awards process. The annual report should be used to demonstrate that the process was completed fairly and in accordance with guidelines. A template for the annual report will be made available to employers, but the information required in the report will include the following:

- a) the number of consultants eligible for consideration (i.e. those in post for at least 3 years who do not already hold a step 9 award or above);
- b) the minimum number of awards available for allocation, applying the 0.25 formula;
- c) the number of applications made and a breakdown by the relevant groupings;
- d) the number of awards granted and a breakdown by the relevant groupings;
- e) the overall number of lower award holders;
- f) the names of the consultants recommended for an award;
- g) a compliance statement signed by the chairman of the LAC regarding the process adopted for deciding which consultants should receive awards.

It should also be noted that if an employer does not allocate the minimum number of awards under the formula, it will be required to provide an explanation in its annual report to NICEAC.

87. The information provided by LACs will be included as part of the regional Committee's annual report. The annual report should be submitted to the NICEAC secretariat by 31 March.

### **Timetable**

88. The timetable for local awards is for employers to determine, but they should aim to complete the awards round by 31 January so that the annual report can be submitted to NICEAC by 31 March.

### **Membership**

89. Membership will be agreed locally in accordance with the guidance below. Membership should reflect a spread of specialties, gender, ethnic minority and community background representation. Each LAC should comprise between four and six members, of whom at least 50% will be active consultants.
90. The LAC will comprise:
  - Board/Trust Chairman (or non-executive director)
  - Chief Executive (or director nominee)
  - Medical Director (or nominee in cases where there would be a conflict of interest)

- Up to three higher (regional) award holders (this could include a consultant with eight discretionary points if there are no higher award holders available). Ideally one of the higher award holders should be from a Trust outside the consultant's employment.

91. Members will be expected to have received appropriate training.

### **How the Scheme operates**

92. Local awards (steps 1 to 8) will be payable to those consultants making an outstanding contribution at local level against nationally set criteria. Joint Appointments and public health consultants should be included in the local awards process and should be considered on the basis of their overall contribution to the HSC.
93. Applications for all levels of awards, including local awards, should only be made by self nomination. There will be a standard CV form for all local awards. This form covers both applications for a new award and application for a 5 year review of an existing award. Initially a consultant will be asked to indicate whether the application is for; a new lower clinical excellence award only, a 5 year review only, or both. (a copy of the form is attached as an annex to this Guide for illustrative purposes). It is available on the Department's website [www.dhsspsni.gov.uk/](http://www.dhsspsni.gov.uk/) (health and social care/clinical excellence awards scheme)

Separate guidance is attached at Appendix 2 which shows which new awards existing award holders can apply for. It is also available on the Department's website [www.dhsspsni.gov.uk/](http://www.dhsspsni.gov.uk/) (health and social care/clinical excellence awards scheme).

94. The number of new awards available each year will necessarily be limited. Awards will be decided on a competitive basis, based on the relative merits of individual cases. Employers will be required to allocate a minimum of 0.25 awards per eligible consultant.
95. Higher clinical excellence awards are fully funded centrally by the Department. If a consultant who is in receipt of a lower award retires or achieves a higher award, the value of the lower award becomes available to the Trust for recycling. If a consultant in receipt of a higher award retires, the value of that award becomes available to the Department for redistribution to the higher clinical excellence awards scheme.

### **Assessment Criteria**

96. LACs are required to consider consultant applications against the strict criteria set out in the Guide to the scheme. Scoring systems should be developed to decide on applications. The assessment criteria for all levels of awards are set nationally and the criteria for local awards will be the same as the criteria for higher awards. The four criteria are:

- delivering a high quality service
- developing a high quality service
- managing a high quality service
- contributing to the HSC through research, teaching, and training.

In assessing applications, LACs should, of course, take account of what achievements are possible at different stages of a consultant's career. Achievement should be measured within the parameters for which the consultant is employed to recognise service over and above the normal delivery of the consultant's job plan and contractual duties.

97. When filling in the CV form consultants must:
- adhere strictly to the instructions on the form;
  - not use acronyms/abbreviations unless well known
  - not exceed the box limits;
  - adhere to the word limits;
  - be succinct;
  - use a new line for each example.
  - include dates for each specific achievement and list in chronological order.
98. Care should be taken to ensure that, in each section, information is provided which is relevant only to that section. Pieces of information/examples should normally be used only once on the CV form and only in the section which is relevant to that information. It is important that consultants include all relevant information on the current CV form as no account is taken of any previous application. It is essential that all achievements are dated and listed in chronological order. Failure to include dates could affect an applicant's score as weightings are attributed to the timing of achievements Any section left blank or with limited information will be attributed a zero score.
99. **Job Plan** – the summary of the consultant's Job Plan should show the average programmed activities undertaken and should distinguish between paid and unpaid activities.
100. In the "personal statement" section consultants should describe the reasons why they believe they should be considered for a Clinical Excellence Award. The focus should be on the most significant achievements and the most important examples of local, national and international work. Consultants may use this section to describe work which does not easily fit into the four criteria.
101. Section 5 of this Guide gives some detailed guidance on the type of information needed for each criterion.
102. All consultants applying for a lower award must be carrying out their work to the standards of professional and personal conduct required by the General

Medical Council or the General Dental Council. This must be confirmed by the employer.

103. The four criteria should be used to focus on the most important examples of the consultant's local, and where appropriate, national and international work. **It is essential that achievements are dated and listed in chronological order. They should describe outcomes. For those already holding awards and applying for a higher level, the information provided must normally focus on achievements since the previous award was granted.** However, if the interval between gaining awards is short, the LAC should pay particular attention to performance and achievements in recent years.

### **Citation Process**

104. There will be a standard process for seeking citations at both local and regional level when a consultant self nominates for an award. For local awards citations should be sought from the employer for steps 1 – 7, and from the employer and senior award holder in the particular specialty for step 8 awards. Employer citations should normally be completed by either the Clinical Director or the consultant's appraiser.
105. As with higher awards, citations for lower awards must be made in the current format available on the Department's website: [www.dhsspsni.gov.uk/](http://www.dhsspsni.gov.uk/) (health and social care/clinical excellence awards scheme). In completing each section, citation writers must comply strictly with the instructions on the form (a copy of the citation form for local awards is attached as an annex for illustrative purposes only). The citation writer should be succinct, and should not exceed the box limits on the form. The closing date on the form must also be rigidly adhered to.
106. Citation writers will be asked on the form to indicate an assessment of the candidate for each of the four criteria.

delivering a high quality service  
developing a high quality service  
managing a high quality service  
contributing to the HSC through teaching, training and research.

The level of assessment should be indicated by selecting one of the following for each criterion:-

- A Outstanding evidence of performance over and above the expected standards
- B Considerable evidence of performance over and above the expected standards
- C No evidence or some evidence of performance over and above the expected standards

Citation writers will then be required to give brief reasons on the form to support their markings for each criterion, including those not being supported.

107. If the citation writer decides not to support a particular self nomination he/she will still be required to complete the “Assessment by Criteria” section and give reasons for markings in each criterion. Employers will also be required to complete the section “For Employers Only” even if not supporting an application (it is still possible for a consultant to receive an award if not supported by a particular citation writer). Citation writers will have sight of the consultant’s completed CV form.

#### **Effective date of local Awards**

108. Local awards should normally be paid from 1 April.

#### **Review against the Process**

109. Employers will be required to have an appropriate review mechanism in place where a consultant is dissatisfied with the decision made. A panel set up by the Trust will consider any review against the process. The review panel should be constituted differently from that which took the original decision.

#### **Five Year Reviews**

110. Employers will be required to establish a mechanism to review local clinical excellence awards every five years. Awards should also be reviewed at other times where disciplinary or professional proceedings have upheld concerns or allegations about the consultant’s conduct or performance.
111. The process for reviewing awards has been simplified. If a consultant, whose existing clinical excellence award is due for a 5 year review, also applies for a **new** lower clinical excellence award, in that year, the one CV application form will serve both purposes. The applicant will be asked to indicate, before completing the form whether the application is for; a lower award; five year review; or both. The employer will continue to notify those consultants whose awards are subject to 5 year review.

## NICEAC TIMETABLE

The timetable for 2010-2011 awards round is as follows: -

- April 2010:** The relevant extracts from the Nominal Roll will be issued by the NICEAC secretariat to employers to confirm that the data used by the secretariat is accurate. Confirmation must be returned to NICEAC secretariat no later than **May 2010**.
- In the case of Clinical Academic Staff, a list of Joint Appointments will be issued to QUB to confirm that the data used by the secretariat is accurate.
- The accuracy of the Nominal Roll is ultimately dependent on employers informing the NICEAC secretariat of new appointments, retirements, resignations etc. **Failure to provide this information may result in a consultant not being notified of an Awards Round and therefore being excluded from the scheme.**
- May 2010:** **Higher Awards** - NICEAC secretariat will write to all HSC consultants (to their place of employment) to:-
- (i) announce the start of the 2010/2011 awards round
  - (ii) ask consultants to check their personal details on nominal roll i.e.GMC Number etc
  - (iii) advise consultants of the process of notifying their “intention to apply” for a higher award
- May 2010:** The NICEAC secretariat will notify HSC employers, Senior Award Holders, Queen’s University, Royal Colleges, and the BMA of the NICEAC timetable.
- May 2010:** A consultant who is subject to the 5 yearly review will be notified. The closing date for submitting completed form is **9 July 2010**.
- June 2010:** Meeting with Senior Award Holders. The NICEAC Chairman and Medical Director will meet Senior Award Holders to advise on any issues regarding the process.
- July 2010:** The closing date for submitting completed CV forms for higher awards is **Friday 9 July 2010**.

- August 2010:** Following the closing date for receipt of CV Forms the NICEAC secretariat will seek citations from the relevant employer, Senior Award Holder (on behalf of all Award Holders in the specialty), and, for Step 11 and 12 applications, the relevant Royal Colleges or Specialty Associations. The closing date for return of the completed Citation form to the NICEAC secretariat is **8 October 2010**.
- August 2010:** Following the closing date for receipt of completed CV Forms for 5 year review only, the Secretariat will seek citations from the individual consultant's employer. The closing date for the return of completed forms to the NICEAC secretariat is **8 October 2010**.
- November 2010:** After the closing date for receipt of CV Forms and Citation Forms, the secretariat will collate all the information submitted for issue to the Committee for the shortlisting meeting. Scores to be returned to the NICEAC Secretary by **5 January 2011**.
- November 2010:** Pre-Scoring Meeting
- January 2011:** Shortlisting meeting of the Committee takes place.
- February 2011:** Formal meeting of the Committee takes place to make recommendations to the Department for the allocation of awards in 2010-2011 and to consider the renewal of awards subject to 5-Year Review.
- March 2011:** All consultants notified of the outcome of the awards round. Employers, Senior Award Holders, and Royal Colleges also notified. Consultants whose awards were subject to 5-Year Review and employers notified of decision(s) on 5-year reviews.
- March 2011:** The Secretariat will monitor the outcome of NICEAC deliberations in terms of the composition of awards by gender, specialty, area, age etc. and will seek annual reports from employers on the outcome of the lower awards process.

**NOTE: ALL CLOSING DATES WILL BE RIGIDLY ADHERED TO BY THE SECRETARIAT**

## Guidance for existing award holders on applications for Clinical Excellence Awards

- Table 1 below shows the awards that consultants may apply for now that step 9 is part of the regional process. Consultants are normally expected to move through the awards process one step at a time, but consultants holding 4-7 local awards may apply for either the next highest local award or the first value of the higher awards (step 9).

**Table 1 - Awards that may be applied for**

Award Held	May Apply For
No award	Step 1
1 DP/Step 1	Step 2
2 DP/Step 2	Step 3
3 DP/Step 3	Step 4
4 DP/Step 4	Step 5 or 9
5 DP/Step 5	Step 6 or 9
6 DP/Step 6	Step 7 or 9
7 DP/Step 7	Step 8 or 9
8 DP	Step 8 or 9
Step 8	Step 9
Step 9	Step 10
Step 10	Step 11
Step 11	Step 12
B Award	Step 10
A Award	Step 12

- Consultants cannot apply for both a lower award and a higher award in the same year.
- Employers have discretion to make more than one lower award in a single year.
- Table 2 below shows the value of awards at 2010-2011.

**Table 2 - Values of awards at 2010-2011**

DPs		CEAs	
1DP	£3,204	Step 1	£2,957
2DP	£6,408	Step 2	£5,914
3DP	£9,612	Step 3	£8,871
4DP	£12,816	Step 4	£11,828
5DP	£16,020	Step 5	£14,785
6DP	£19,224	Step 6	£17,742
7DP	£22,428	Step 7	£23,656
8DP	£25,632	Step 8	£29,570
		Step 9	£35,484
DMSAC B	£31,959	Step 10	£46,644
DMSAC A	£55,924	Step 11	£58,305
DMSAC A+	£75,889	Step 12	£75,796

**2010/2011 AWARDS ROUND**

ANNEX A

CV FORM MUST BE TYPED USING FONT SIZE 10. THERE MUST NOT BE ANY INCREASE IN THE NUMBER OF PAGES OR IN THE SIZE OF THE SECTIONS. ANY FORM SUBMITTED WITH ADDITIONAL PAGES WILL BE RETURNED.

**NORTHERN IRELAND CLINICAL EXCELLENCE AWARDS SCHEME  
CV FOR HIGHER AWARD and/or FIVE YEAR REVIEW**

BEFORE COMPLETING THIS FORM **PLEASE INDICATE**

Application for Higher Award only	Yes/No	
Application for Five Year Review only	Yes/No	
Application for Both	Yes/No	

Name (In full)		Professional Title Please select	Level applying for Please select
<u>Employer(s) name(s)</u> <u>with number of sessions/PAs per employer</u>	<u>List of consultant appointments in date order:</u>		<b>Professional Qualifications</b>
	Total No of PAs per week: No on direct clinical care:  No on supporting professional activities:  No on external duties:		
Specialty	Work Tel :	Home Address	
GMC/GDC Reg No	Email:		

Before completing these boxes you should read the notes in Sections 4 and 5 of the Guide and the attached Guidance Notes on completion of the CV form  
**PLEASE NOTE: IT IS ESSENTIAL TO INCLUDE DATES FOR EACH SPECIFIC ACHIEVEMENT OR APPOINTMENT**

**PERSONAL STATEMENT** (maximum 200 words)

**Please Note: Personal Statements of successful applicants will be published on the Department's website**

**JOB PLAN** List agreed programmed or other activities relevant to the HSC. Please indicate whether these are paid or not. (maximum 200 words)

**CRITERION 1: DELIVERING A HIGH QUALITY SERVICE** (maximum 300 words)

**CRITERION 2: DEVELOPING A HIGH QUALITY SERVICE** (maximum 300 words)

**CRITERION 3: MANAGING A HIGH QUALITY SERVICE** (maximum 300 words)

**CRITERION 4A: CONTRIBUTING TO THE HSC THROUGH TEACHING and TRAINING** (maximum 300 words) You may give additional information on Form A

**CRITERION 4B: CONTRIBUTING TO THE HSC THROUGH RESEARCH and /or INNOVATION** (maximum 300 words) You may give additional information on Form A

*(Please tick box)*

I declare that to the best of my belief this information is accurate.

*(Please tick box)*

I declare that to the best of my belief I am not aware of any disciplinary or professional conduct and performance issues against me.

**PLEASE SUBMIT TO – [ceawards@dhsspsni.gov.uk](mailto:ceawards@dhsspsni.gov.uk)**

**CLOSING DATE FOR RECEIPT OF CV FORM IS 9 JULY 2010**

## 2010/2011 AWARDS ROUND

<b>NORTHERN IRELAND CLINICAL EXCELLENCE AWARDS SCHEME          SUPPLEMENTARY (OPTIONAL) CV FOR <u>HIGHER AWARD</u></b>
--

For Additional Information on Education and Training and/or Research and/or Innovation

<b>Name (In Full)</b>	<b>Professional Title</b>
<b>Work Tel</b>	<b>Home Address</b>
<b>Email</b>	

**PLEASE NOTE: IT IS IMPORTANT TO INCLUDE DATES FOR EACH SPECIFIC ACHIEVEMENT OR APPOINTMENT**

**Statement setting out the relevance of your work to the needs of the HSC. (maximum 150 words)**

--

**List grants awarded in the last five years for which you are principal or co-applicant. Give date, awarding body, title of award, value and duration of award.**

--

**Brief statement on your contribution to the research, training and supervision of others. (maximum 250 words) List higher degrees awarded in the last five years for which you were supervisor. Give date, degree, university, title, awardee.**

--

Please state total number of papers published.  
Please state number of papers published in last 5 years.

Give full details of your most important publications (including patents) in the last five years (maximum 5), giving dates and their impact on HSC.

Please tick box  I declare that to the best of my belief this information is accurate.

Please tick box  I declare that to the best of my belief I am not aware of any disciplinary or professional conduct and performance issues against me.

**THIS FORM MUST BE SUBMITTED AS A CONTINUATION OF THE SELF-NOMINATION CV FORM. IF IT IS SUBMITTED SEPARATELY IT WILL NOT BE ACCEPTED.**

**PLEASE SUBMIT TO – [ceawards@dhsspsni.gov.uk](mailto:ceawards@dhsspsni.gov.uk)  
CLOSING DATE FOR RECEIPT OF CV FORM IS 9 JULY 2010**

**NORTHERN IRELAND CLINICAL EXCELLENCE AWARDS SCHEME  
CITATION FOR HIGHER AWARD and/or FIVE YEAR REVIEW**

**BEFORE COMPLETING THIS FORM PLEASE INDICATE**

Citation for Higher Award only	Yes/No	
Citation for Five Year Review only	Yes/No	
Citation for Both	Yes/No	

<b>CONSULTANT'S NAME</b>	<b>LEVEL OF AWARD APPLYING FOR:</b> Please select ---
<b>SPECIALTY</b>	<b>EMPLOYER</b>

<p><b>Do you support the granting of an award?</b> If "No" please give reasons in the box immediately below, <b>complete Assessment By Criteria overleaf</b>, then sign and date the form at the end, and return to the NICEAC secretary. <b>NOTE:</b> Employers must also complete the section below "For Employers Only" (even if not supporting) signing and returning the form.</p>	Please select ---
---	-------------------

You should give reasons if you have not supported the candidate. (Box limited to about 50 words)

<b><u>FOR EMPLOYERS ONLY</u></b>	
Please confirm that the consultant meets the eligibility criteria (see Section 3 of Guide) If not, please supply further details	Please select ---
a) Is the consultant, to the best of your knowledge, working to the standards of professional and personal conduct required by the GMC and/or the GDC?	Please select ---
b) Has the consultant during the last 12 months:	
➤ had a formal appraisal	Please select ---
➤ agreed his/her job plan	Please select ---
➤ fulfilled his/her contractual obligations	Please select ---
➤ Can you confirm that the Job Plan completed by the applicant in Box 2 of CV form is correct	Please select ---
➤ complied with the private practice code of conduct	Please select ---
c) Are you aware of any actual or potential disciplinary or professional proceedings inside or outside the Trust?	Please select ---

If the answer to (a) or any part of (b) is No, or the answer to (c) is Yes, please give further details. (Box limited to 700 characters)

### ASSESSMENT BY CRITERIA

**THIS SECTION MUST BE COMPLETED WHETHER APPLICATION IS SUPPORTED OR NOT SUPPORTED**

For each of the four criterion please indicate your assessment of the candidate by selecting one of the following.

- A Outstanding evidence of performance over and above the expected standards
- B Considerable evidence of performance over and above the expected standards
- C No evidence or some evidence of performance over and above the expected standards

1. Please select ---	2. Please select ---	3. Please select ---	4A. Please select ---	4B. Please select ---
----------------------	----------------------	----------------------	-----------------------	-----------------------

Please give brief reasons below for your markings for each criterion (including those in which the application is not supported)

**EMPLOYERS: FOR FIVE YEAR REVIEW OF AWARD: Please give your assessment of this application**

**Please select:**

Full renewal for 5 years  Further review in less than 5 years  Non renewal of award

**After consultants have been informed of the result of the process, unsuccessful applicants may, on request, be given copies of citations relating to them as part of feed-back.**

Name of person completing this form:

Position held:

**Signature of: (please tick)**

Chairman of Trust/Board/Agency

President of Royal College

Specialty Association

Chief Executive of Trust/Board/Agency

Vice Chancellor of Queen's University

Senior Award Holder

Signed \_\_\_\_\_ Date \_\_\_\_\_

**SUBMIT TO NICEAC SECRETARY – ROOM D1, CASTLE BUILDINGS, STORMONT, BELFAST, BT4 3SR**

**CLOSING DATE FOR RECEIPT OF CITATION FORM IS 9 OCTOBER 2010**

**2010/2011 AWARDS ROUND**

ANNEX C

**CV FORM MUST BE TYPED USING FONT SIZE 10. THERE MUST NOT BE ANY INCREASE IN THE NUMBER OF PAGES OR IN THE SIZE OF THE SECTIONS. ANY FORM SUBMITTED WITH ADDITIONAL PAGES WILL BE RETURNED.**

**NORTHERN IRELAND CLINICAL EXCELLENCE AWARDS SCHEME –  
CV FOR LOWER AWARD and/or FIVE YEAR REVIEW**

**It is the consultant’s responsibility to ensure that this form is fully completed – all boxes to be completed BEFORE COMPLETING THIS FORM PLEASE INDICATE**

<b>Application for Lower Award only</b>	<i>Yes/No</i>	
<b>Application for Five Year Review only</b>	<i>Yes/No</i>	
<b>Application for Both</b>	<i>Yes/No</i>	

Name (in full)		Professional Title Please select	Level applying for: Please select
<u>Employer(s) name(s) with number of sessions/PAs per employer</u>	<u>List of consultant appointments in date order</u>		<u>Accredited Specialties (main first)</u>
<b>Total No. of PAs per week:</b>  No. on direct clinical care:  No on supporting professional activities:			Primary Medical Qualifications (date and Institution)
Current level of award held <b>Please select</b>			Subsequent Qualifications
Date of last award:			Home Address
Specialty			
GMC/GDC Reg No	Work Tel:	Email:	

**Before completing this form you should read Sections 5 and 7 of the Guide**

**PLEASE NOTE: IT IS ESSENTIAL TO INCLUDE DATES FOR EACH SPECIFIC ACHIEVEMENT OR APPOINTMENT**

**PERSONAL STATEMENT** Give up to four examples that summarise your achievements. These should be since your last award. (maximum 200words)

**JOB PLAN** List agreed programmed or other activities relevant to the HSC. Please indicate whether these are paid or not. (maximum 200 words)

**CRITERION 1: DELIVERING A HIGH QUALITY SERVICE**

**CRITERION 2: DEVELOPING A HIGH QUALITY SERVICE**

**CRITERION 3: MANAGING A HIGH QUALITY SERVICE**

**CRITERION 4A: CONTRIBUTING TO THE HSC THROUGH TEACHING and TRAINING**

**CRITERION 4B: CONTRIBUTING TO THE HSC THROUGH RESEARCH**

**I declare to the best of my belief this information is accurate.**

Signature:		Date:
------------	--	-------

**I declare to the best of my belief I am not aware of any disciplinary or professional conduct and performance issues against me.**

Signature:		Date:
------------	--	-------

**PLEASE SUBMIT TO YOUR EMPLOYER**

## 2010/2011 AWARDS ROUND

**NORTHERN IRELAND CLINICAL EXCELLENCE AWARDS SCHEME**  
**CITATION FOR LOWER AWARD and /or FIVE YEAR REVIEW**

**BEFORE COMPLETING THIS FORM PLEASE INDICATE**

Citation for Lower Award only	Yes/No	
Citation for Five Year Review only	Yes/No	
Citation for Both	Yes/No	

<b>CONSULTANT'S NAME</b>	<b>LEVEL OF AWARD APPLYING FOR:</b> Please select: -----	
<b>SPECIALTY</b>	<b>EMPLOYER</b>	
<b>Do you support the granting of an award?</b> If "No" please give reasons in the box immediately below, <b>complete Assessment By Criteria overleaf</b> , then sign and date the form at the end, and return to the LAC. <b>NOTE:</b> Employers must also complete the section below "For Employers Only" (even if not supporting) before signing and returning the form.		Please select: -----
You should give reasons if you have not supported the candidate. (Box limited to about 50 words)		
<b><u>FOR EMPLOYERS ONLY</u></b>		
Please confirm that the consultant meets the eligibility criteria (see Sections 3 and 7 of the Guide). If not, please supply further details		Please select: -----
a) Is the consultant, to the best of your knowledge, working to the standards of professional and personal conduct required by the GMC and/or the GDC?		Please select: -----
b) Has the consultant during the last 12 months: <ul style="list-style-type: none"> <li>• had a formal appraisal</li> <li>• agreed his/her job plan</li> <li>• fulfilled his/her contractual obligations</li> <li>• Can you confirm that the Job Plan completed by the applicant in Box 2 of CV form is correct</li> <li>• complied with the private practice code of conduct</li> </ul>		Please select: ----- Please select: ----- Please select: ----- Please select: ----- Please select: -----
c) Are you aware of any actual or potential disciplinary or professional proceedings inside or outside the Trust?		Please select: -----

If the answer to (a) or any part of (b) is No, or the answer to (c) is Yes, please give further details.  
(Box limited to about 50 words)

**ASSESSMENT BY CRITERIA**

**THIS SECTION MUST BE COMPLETED WHETHER APPLICATION IS SUPPORTED OR NOT SUPPORTED**

For each of the four criterion please indicate your assessment of the candidate by selecting one of the following.

- A Outstanding evidence of performance over and above the expected standards
- B Considerable evidence of performance over and above the expected standards
- C No evidence or some evidence of performance over and above the expected standards

CRITERION				
1. Please select	2. Please select	3. Please select	4A. Please select	4B. Please select
-----	-----	-----	-----	-----

Please give brief reasons below for your markings for each criterion (including those in which the application is not supported)

**EMPLOYERS: FOR FIVE YEAR REVIEW OF AWARD: Please give your assessment of this application**

**Please select:**

Full renewal for 5 years       Further review in less than 5 years       Non renewal of award

**After consultants have been informed of the result of the process, unsuccessful applicants may, on request, be given copies of citations relating to them as part of feed-back.**

Name of person completing this form:

Position held:

**Signature of Employer:**

Signed..... Date.....

**SUBMIT TO LOCAL AWARDS COMMITTEE**