

NORTHERN IRELAND CLINICAL EXCELLENCE AWARDS COMMITTEE (NICEAC)

GUIDANCE NOTES FOR COMPLETION OF THE NICEAC CV/ FIVE YEAR REVIEW FORM FOR HIGHER AWARDS 2010-2011

1. Consultants must complete a NICEAC CV form when they self nominate for a step 9, step 10, step 11 or step 12 clinical excellence award. CV's will not be accepted in any other form and any additional documentation will not be considered by NICEAC. Only the **current** year's NICEAC CV form will be accepted. A copy of the format is available on the website [www.dhsspsni.gov.uk/](http://www.dhsspsni.gov.uk/health%20and%20social%20services/clinical%20excellence%20awards%20scheme) (health and social services/clinical excellence awards scheme).
2. 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 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.
3. 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%20and%20social%20services/clinical%20excellence%20awards%20scheme) (health and social services/clinical excellence awards scheme). 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 and applicants are advised to base their statements on them. Personal Statements of successful consultants will be published on the website following each awards round.
4. The summary of the consultant's **Job Plan** should show the average programmed activities undertaken and should distinguish between paid and unpaid.
5. The CV form is based on the four criteria for clinical excellence awards as set out in Section 5 of the Guide to the Scheme. This should be read along with Section 4 of the Guide. A copy of the Guide is available on the website www.dhsspsni.gov.uk/.
6. A score is attributed to each of the four criteria based on the information on the CV form, informed by any citation forms received. For step 9, criterion 1 is double weighted and criteria 2 – 4 are equally weighted. For steps 10 – 12, each criterion is equally weighted. The Scoring Framework used for higher awards is available on the Department's website [www.dhsspsni.gov.uk/](http://www.dhsspsni.gov.uk/health%20and%20social%20care/clinical%20excellence%20awards%20scheme/guidance%20on%20the%20scheme) (health and social care/clinical excellence awards scheme/guidance on the scheme).

7. The CV form should be comprehensive and informative and address all four criteria. Any section left blank will attract a zero score. 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.
8. For those already holding awards and applying for a higher level, the information provided should **focus on achievements since the previous award was granted.**
9. 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 award currently held. The focus must be on activity within the five year period leading up to review.
10. 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 for their suitability for a higher award. (See Section 5: Assessment Criteria).
11. **When completing the CV form:-**
 - There should be no increase in the number of pages or in the size of any section.
 - Acronyms / abbreviations should be avoided unless well known.
 - Each specific achievement **must be 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).