

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 **14 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 the relevant Royal Colleges or Specialty Associations. The closing date for the 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