

# **NORTHERN IRELAND CLINICAL EXCELLENCE AWARDS SCHEME**

## **FREQUENTLY ASKED QUESTIONS**

### **1. What makes a good application form?**

- Put evidence in the correct criterion, since it is difficult for the Committee to give credit for wrongly cited achievements.
- Be precise, and avoid repetition.
- Make sure that in each criterion your application follows a coherent time-line and that all achievements are clearly dated.
- Get an experienced person to read through your application and point out where it is unclear or incomplete.

### **2. Can I apply for both a local and higher award in the same year?**

- No, multiple applications will not be accepted in any one year.

### **3. How many years must I have served as a consultant before I can apply for a lower award?**

- 3 years at 31 March.

### **4. How many lower awards must I have before I can apply for a higher award?**

- 3 lower awards. During the transition to the new scheme, 3 discretionary points will satisfy the criteria.

### **5. Can I submit a hard copy of application (CV form) for a higher award?**

- No, all applications must be made in the current format and submitted **electronically**.

### **6. How do I access the CV form for the higher award?**

- At the start of the awards round, all consultants will be sent a letter advising that the awards round is due to commence. Attached to the letter will be a proforma. A consultant wishing to

apply must complete and return the proforma to the secretariat. The proforma will also be available on the CEAC website.

- When a proforma has been received, the consultant will be sent an account number and password by e mail which will enable access to a CV form on a secure site. The CV form should then be completed on line. Only the CEAC secretariat will have access to the secure site.

**7. Do I need to put an electronic signature on my CV Form?**

- No, the signature on the proforma will be sufficient.

**8. How are awards decided?**

- Each member of the Committee will, independently, consider the CV form and any citation forms before them.
- They will ascribe a score for each criterion in accordance with an agreed score frame.
- The scores of all Committee members will then be collated for each applicant.
- The Committee will then meet to agree scores and a shortlist for the final meeting.
- At the final meeting the Committee will agree scores for the shortlisted applications and will recommend awards for those consultants with the highest scores.

**9. Will my application be unsuccessful if I cannot address all four criteria?**

- No, individuals will not be expected to meet all the criteria to be worthy of an award. However, it should be borne in mind that the scheme is extremely competitive with many more applications than awards available.

**10. Will I be disadvantaged if my employer does not support my application?**

- Not necessarily. Employers may not complete citations for all applications. You will still be attributed a score based on the information on your CV form. This highlights the importance of ensuring your CV form is properly completed.

**11. I currently hold a B distinction award. Which of the new awards can I apply for?**

- A Step 10 award. Exceptionally, the Committee may decide that a Step 11 award should be considered if the particular application merits it. There is separate guidance on the CEAC website about which new awards existing award holders can apply for.

**12. How can I find out how I scored?**

- You will be informed, in writing, of the outcome of your application by the CEAC Secretariat.
- If unsuccessful you will be advised of which quartile your score fell into, with the highest scores falling into the first quartile, and the lowest scores falling into the fourth quartile.

**13. Can I appeal against not getting an award?**

- You can appeal against the process by which the decision was made.
- The appeals panel will not consider whether an award should or should not have been made.
- If the panel find a flaw in the process, they may ask the Committee to look at the case again.

**14. Can I keep my award when I retire?**

- No, Clinical Excellence Awards cease to be paid on retirement.
- Consultants re-employed after retirement will **not** retain eligibility for an award.