NORTHERN IRELAND CLINICAL EXCELLENCE AWARDS COMMITTEE (NICEAC)
GUIDANCE NOTES FOR COMPLETION OF THE NICEAC CV FORM
FOR HIGHER AWARDS 2009-2010

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/ (health and social services/clinical excellence awards scheme).

2. 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. Consultants are asked to indicate their agreement to the publication of their Personal Statement on the website if successful in being awarded a higher clinical excellence award.

3. The summary of the consultant's **Job Plan** should show the average programmed activities undertaken and should distinguish between paid and unpaid.

4. 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/.

5. 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.

6. 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.

7. For those already holding awards and applying for a higher level, the information provided should **focus on achievements since the previous award was granted.**

8. **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).