

NHS Consultants Clinical Excellence Award Schemes: Supporting citations for Applicants from the Association for Clinical Biochemistry and Laboratory Medicine [ACB]

Background

The Clinical Excellence Awards Schemes are in place in England and Wales [but have been suspended in Scotland and N. Ireland]. The ACB is recognised by the Advisory Committee on Clinical Excellence Awards [ACCEA] as a specialist professional society which can support applicants [i.e. new applications or applications for renewal of existing awards] from that specialty by providing citations for consideration by ACCEA. The number of new nominations that a specialty society can make depends on the size of the society:

- Up to 250 consultant members: no more than four Bronze, two silver and one gold nominations
- 250-500 consultant members: a maximum of seven Bronze , three Silver and one Gold nominations
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For societies with > 500 consultant members

- Bronze: Up to 0.6% of the consultant members with no national award, or 8 – whichever is the larger
- Silver: Up to 3.5% of the consultant member B/L9/Bronze award holders or 4 – whichever is the larger
- Gold: Up to 3.5% of the consultant members with Silver awards or 2 – whichever is the larger

[See ACCEA Guide for Nominators:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/593700/Final_Guide_for_Nominators_2017.pdf]

The purpose of this document is to describe the process whereby the ACB provides nominations in support of ACB members who submit applications.

The process for providing nominations

1. The ACB Clinical Practice Section executive committee will appoint a Chair of the ACB Clinical Excellence Awards Committee [this person will hold a higher award] and who will then identify five other higher award holders from within the ACB to form the ACB Clinical Excellence Awards [ACB CEA] Committee. In addition the committee will include the senior administrator from the ACB Office to give a lay person perspective. The current chair of the committee is Dr Danielle Freedman.
2. An email is sent from the Chair of the ACB CEA via the ACB Office to medical consultant members of the ACB in England and Wales inviting ACB support for applications [Appendix]. This ACB submission should be accompanied by a statement in a letter *giving evidence of how the applicant has contributed to clinical biochemistry and the ACB at local/regional or national level.*
3. The CVQs of applicants received by ACB Office will be reviewed by the Clinical Excellence Awards Committee.
4. The CVQs will be scored by committee members on each of the five ACCEA domains and a sixth additional domain on 'Contributions to the ACB'. Each of the six domains are scored from 0-10 using the following rating scales:
 - Excellent 10
 - Over and above contractual requirements 6
 - Meets contractual requirements 2
 - Does not meet contractual requirements or when insufficient information has been produced to make a judgement. 0

Scoring in the domain of 'Contributions to the ACB' will be based on information on the applicant's covering letter for the ACB submission.

5. The ACB CEA Committee will rank applications based on the scores awarded by committee members.
6. The ACB will provide nominations for the highest ranking applications for new awards in accordance with the numbers of nominations permitted to the ACB by ACCEA [based on the size of the number of consultants in the specialty society – see above]. The number of nominations for new awards which can currently be made by the ACB are no more than four Bronze, two Silver and one Gold.
7. Citations for those applicants nominated by the ACB will be prepared by the members and Chair of the ACB CEA Committee and agreed by the ACB CEA committee members.
8. Applications seeking to renew existing awards are handled in an identical way to new applications: the CVQs and covering letter are scored by the ACB CEA committee. Where a decision is taken to support the renewal, a citation will be prepared by members and Chair of the committee.
9. The ACB nominations and accompanying citations are submitted to ACCEA by the Chair of the ACB CEA Committee.
10. The Chair of the ACB CEA Committee will prepare a report on the Committee's activities and nominations made to the ACB Director of Clinical Practice.
11. The ACB Director of Clinical Practice will report on the activities of the ACB CEA Committee and on nominations made each year, to ACB executive .

Appendix

Dear Colleague,

Re: **2017 National Clinical Excellence Awards**

The Advisory Committee on Clinical Excellence Awards (ACCEA) recognises the Association for Clinical Biochemistry and Laboratory Medicine (ACB) as a Specialist Professional Society and invited the ACB to support nominations for National Bronze (Level 9), Silver (Level 10) and Gold (Level 11) awards in England and Wales. ACCEA does not invite Platinum nominations from Specialist Societies. There is a separate process for Platinum Awards with a parallel support system organised by the Academy of Medical Royal Colleges.

The ACB welcomes this opportunity to have an input into the awards process in England and Wales and has set up a system to put forward names to the ACCEA.

The ACB is allowed to support a limited number of nominations – quotas for Bronze and Silver/Gold awards being set by the ACCEA based on the number of eligible consultants within the Association. The Association is keen to support its members as effectively as possible in achieving higher awards. Full details of eligibility, etc. can be found on the ACCEA website: www.dh.gov.uk/health/category/accea. The revised forms for 20XX will be available on this website in due course. In the interim, for the ACB purposes towards the ranking process, you may use the application forms attached. **For the submission for ACCEA however you will need to use the appropriate forms from the ACCEA website.**

The scheme in Scotland and the scheme in Northern Ireland are not part of this instruction; it appears that those schemes are suspended but any new information will be made available as a matter of urgency.

You need to send your completed c.v. questionnaire electronically to ACCEA. The closing date is XX XX XX at 5pm.

Should a candidate choose to submit a supplementary form, the corresponding domain in the application form must be left blank.

Experience has shown that to be successful in achieving a national award, it is vital that you have local support in addition to support at national level.

If you would like the ACB to consider your application in its ranking process, then please send your completed CVQ to Mike Lester at the ACB Office (email: mike.lester@acb.org.uk) by noon on XX XX XX.

This ACB submission should be accompanied by a statement in a letter *giving evidence of how you have contributed to clinical biochemistry and/or the Association at branch/regional or national level*. The ACB sifting and ranking committee will use these to prepare appropriate citations. Please note that the ACB is only required to submit a ranked list of names and supporting citations (and not CVQ's).

For those of you who have to undertake renewal, please ensure that you clearly state activities you have undertaken since you received your Award or when it was previously renewed. You should put as much effort into your renewal application as if you were applying for an Award the first time round. The Regional ACCEAs will score your renewals in the same way that they will score a new application.

Please feel free to contact me if further clarification is required. Telephone number: 01582 497212 (direct line).

Yours sincerely,
Chair ACB CEA

