



Information for Prospective ACCEA/ACCIA Regional Sub-committee Members

Dear Prospective Sub-Committee Member

Thank you for your interest in joining us; we hope you decide to apply for membership of one of our sub-committees.

This document provides you with some background on the Advisory Committee on Clinical Excellence Awards (ACCEA), soon to be the Clinical Impact Awards, what your role as a sub-committee member would involve and how to apply to join us.

Background

ACCEA/ACCIA

National Clinical Excellence/Impact Awards (CEAs/CIAs) recognise and reward consultant doctors and dentists who provide clear evidence of clinical excellence, demonstrating achievements that are significantly over-and-above their job plan and what they would normally be expected to deliver in their roles. Consultants must put themselves forward for an award in competition with their peers.

The Advisory Committee on Clinical Excellence/Impact Awards (ACCEA/ACCIA) is the independent public body responsible for the operation of the national Clinical Excellence Awards scheme in England and Wales. It advises Department of Health and Social Care Ministers and the Welsh Government on the granting of new awards.

The Advisory Committee has two senior officers: Dr Stuart Dollow, our Chair; and Prof Kevin Davies, who is our Medical Director. They are supported by a small secretariat embedded within the Department of Health and Social Care. These are the secretariat's core staff.

Sub-committees

The scheme would not be able to operate without the invaluable work of our fifteen scoring sub-committees, each of which has a target minimum of twenty-four volunteer scorers. These volunteers are a key part of a successful CEA/CIA competition and play a key role in allowing us to reward some of the NHS' most highly performing consultant doctors, dentists and academic GPs for their impactful work.

We bring in volunteer scorers to ensure that the right experience, external review and judgement is brought to the assessment of CEA/CIA applications. Scorers have backgrounds in medicine, dentistry and a variety of other professions, including experience in human resources, finance and organisational management. They understand the NHS and represent the lay and patient perspective.

Members score applications from the same region as the applicants as they may better understand the significance of the evidence presented than a central national panel would. This regional link encourages our scorers to take ownership of the scoring

process. We will also be allocating scorers to different regions to balance sub-committee workload/diversity and gender split, we will use this as an external examining model.

ACCEA/ACCIA sub-committees are made up of three categories of member:

- Professional members (practising consultants);
- Employer members (from Trusts and Arm's Length Bodies); and
- Lay / Non-medical professional members (to give an objective view).

Members are appointed not as representatives of any organisation or clinical specialty, but as individuals who use their background knowledge and experience to assess applications in a fair, transparent and equitable manner.

Each sub-committee is led by a Chair (a lay member) and a Medical Vice-Chair (a professional member) drawn from its membership.

Step by step: Your role as a member

- Your core role as a sub-committee member would be to score the applications for new CEAs/CIAs from consultants employed within the sub-committee region.
- Members log on to our online application and scoring system to assess the evidence presented on each application, against our scoring framework, before submitting their scores. Taking all the scores for each application, the online system then calculates each applicant's final score and his or her standing within the region.
- Scoring takes place shortly after the closing date for applications. In 2021, sub-committee members had six weeks – from the end of April to the first week in June – to submit their scores. Our 2022 competition may run to a later timetable – we are currently expecting the application window to open in April 2022, but more information will be confirmed in due course. The number of applications to score varies regionally and year-to-year, but the average will be around 50. We estimate that scoring would take around 30 minutes per application.
- Following scoring you would then be invited to attend a sub-committee meeting. This meeting will be attended by the national Chair and Medical Director to discuss provisionally successful applications further and to consider any concerns by your scoring region.
- Sub-committee meetings usually take less than 3 hours. They will normally take place within the sub-committee region (or in the DHSC Victoria Street office for the London sub-committees) or virtual via Microsoft Teams. Wherever possible we try not to organise any meetings during the school summer holidays.
- Although this role is unpaid, lay members are able to claim travel and expenses at set rates depending on the number of applications scored. The experience also allows you to play a unique role in ensuring that some of the NHS' top performing consultants can access prestigious awards.

Benefits of becoming an ACCEA/ACCIA sub-committee member

By joining an ACCEA sub-committee, you will contribute to the outcome of the prestigious national Clinical Excellence Awards competition. CEAs reward consultant achievement in areas such as developing and delivering high quality services, leadership, research, innovation, teaching and training – activities that are of incalculable benefit to the NHS and that should be encouraged. In 2019/20, ACCEA oversaw the payment of awards to 2,470 consultants in England and Wales, worth a total of just over £132m.

Through scoring applications, you will learn first-hand about new and exemplary research, teaching and delivery that is being carried out in your region and nationally. You will read about the work of some of the most prominent clinicians in the country.

You will also gain valuable insight into the workings of Clinical Excellence/Impact Awards. This is particularly helpful for employer members, who can feedback general advice on applications to their consultant body; although no member may coach individual applicants or review forms. From time-to-time, we may also take advantage of your insight; giving you opportunities to comment upon the CEA process and to suggest changes to it.

Our members also enjoy the exchange of views at the scoring meetings, which often examine the challenges faced by professionals and their peers. At the same time these exchanges provide opportunities to interrogate the value of the evidence presented to the NHS and ultimately to the public. Another important benefit of these meetings is that they are a chance to make links with experts from across your region.

Induction and training offered

If you become a sub-committee member, to help you to get up-and-running, we will provide you with:

- Training delivered by Kevin (our Medical Director) and Stuart (our Chair) on how to assess and score applications, including a live scoring exercise.
- A comprehensive slide pack with advice and tips on scoring methods.
- Our authoritative and comprehensive guide for assessors.
- A login to our online workspace for sub-committee members, where you will find key documents and news,
- Guides to our browser-based scoring system and to the online workspace, to help you to navigate and become familiar with them, and
- A one-to-one support session for the online tools.

How to apply

We hope you are interested in joining us. If so, please complete the attached application form and email it directly to omarah.adam@dhsc.gov.uk

If you have any questions, please feel free to contact us at accea@dhsc.gov.uk or on 020 7972 4608.

We look forward to hearing from you,

Omarah Adam

Sub-committee Co-ordinator

