



## Advisory Committee on Clinical Impact Awards Membership recruitment pack

### Overview

The Advisory Committee on Clinical Impact Awards (ACCIA) is the independent public body responsible for the operation of the national Clinical Impact 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 Vinay Patroe, our Chair; and Prof Kevin Davies, who is our Medical Director. They are supported by a small secretariat team comprising of four members of staff embedded within the Department of Health and Social Care who handle the delivery process of the NCIAs formally NCEAs. ACCIA

National Clinical Impact Awards (NCIAs) are prestigious awards granted to NHS consultants who provide clear evidence of clinical impact, 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 aim of ACCIA is to rewards the highest performing consultants, while being more inclusive by broaden the diversity and number of award holders. Also increase the breadth of the impact of the awards on the retention and recognition of the most highly performing senior clinicians.

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### Sub-committees:

Regional sub committees have been set up with a variety of professional, employer and non-medical members from to score applications fairly and equitably per region. All ACCIA's scorers are volunteers from a wide range of backgrounds, gender and ethnicity who bring a breadth of knowledge and experience to their roles and their regional sub committees.

ACCIA are always looking to bridge the gap between gender and ethnicity and so welcome support from female and ethnic minority representatives.

The scheme would not be able to operate without the invaluable work of our fifteen scoring sub-committees. The approximately 350 volunteers are a key part of a successful NCIA 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.

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.

- **Professional members** (practising doctors and dentists), who can consider applications from a peer's point of view. This includes consultant doctors, dentists and academic GPs who are eligible to apply for an award.
- **Employer members** (Managers from Trusts and Arm's Length Bodies or other organisations) who can consider applications from an employer's perspective.
- **Lay/ non-medical professional members** (independent members), who will be knowledgeable about the workings of the NHS and may have lay involvement in healthcare and experience of the patients' perspective.

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. In return they have the ability to contribute to awarding our top NHS clinicians and Academics.

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

Scorers are initially added to their home regional subcommittee as they may better understand the significance of the evidence presented than a central national panel would. Ahead of scoring they may be allocated to different regions for a variety of reasons, such as, if they are applying for an award, to address any conflict of interest and to balance sub-committee workload/diversity and gender split. Moving scorers out of region also has benefits as they can bring fresh perspectives, in the same way as an external examining model.

## Benefits of becoming an ACCIA sub-committee member

By joining an ACCIA sub-committee, you will contribute to the outcome of the prestigious national Clinical Impact Awards competition. CIAs 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.

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 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 CIA 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

All sub-committee volunteers, from a medical or non-medical background, are provided with extensive training and support to ensure they can score applications fairly and equitably, to the best of their ability and free from bias. This includes group training with ACCIA's Chair and Medical Director, comprehensive scoring guides and one-to-one support.

Time commitment in total for the awards round would be 7 to 8 days scoring up to 70 applications over a six-week period starting the end of May, half a day for training before the scoring window, and half a day for regional committee meeting later in the year.

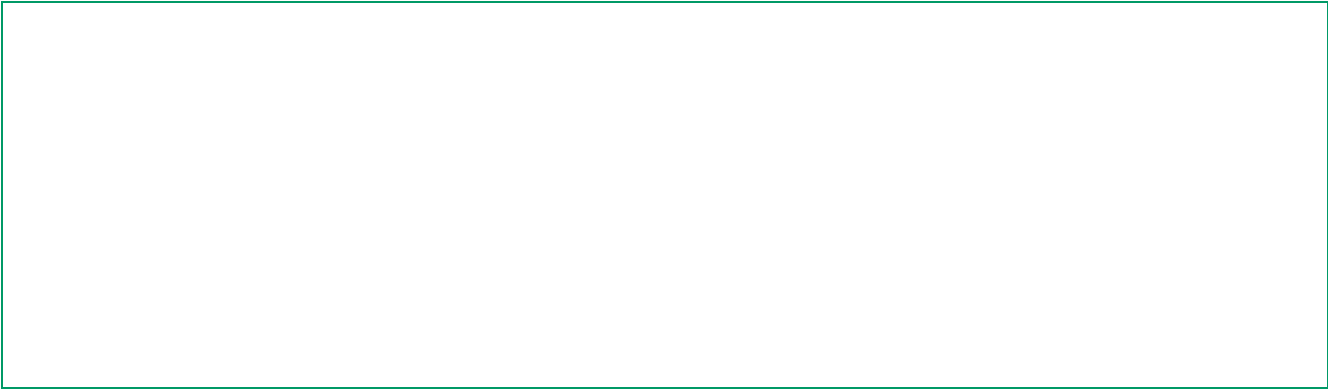
we will provide you with:

- Training delivered by ACCIA's Chair and Medical Director 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.
- Guides to our ACCIA online scoring portal to help you navigate the workspace.
- A one-to-one support session for the online tools (upon request)

## Step by step: Your role as a member

- Your core role as a sub-committee member would be to score the applications for new CIAs from consultants employed within the sub-committee region.
- Members log on to our online Portal 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 portal 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. The 2025 application window is open 1<sup>st</sup> April to 27<sup>th</sup> May, scoring will begin as soon as applications have been checked and collated post-closing. The number of applications to score varies regionally and year-to-year, but the average will be up to around 70. We estimate that scoring would take around 40 minutes per application.
- If you have additional responsibilities outside work, such as caring commitments, and do not think this workload would be feasible please contact us. We are keen to support sub-committee members to enable us to have as diverse a membership as possible.
- 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 can 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.

We very much hope you are interested in joining us. If so, please complete the application in Annex A providing a brief CV to [accia@dhsc.gov.uk](mailto:accia@dhsc.gov.uk) FAO Falaq Aziz. Please feel free to contact us for more information on the above email or on 0207 972 4608.



## ANNEX A

**Application Form - ACCIA Regional Sub-committee Member**

Advisory Committee on National Clinical Impact Awards continues to seek interested subcommittee members to score applications from our eligible consultants.

Please complete this form if you wish to be considered for membership of an ACCIA regional subcommittee. See *Information for Prospective ACCIA Regional Subcommittee Members* for background information.

<b>Please indicate how you became aware of the opportunity to join us</b>

**Part 1 – Sub-committee and Membership Type**

Please select the region where you are or were employed and have a working knowledge of the NHS or, select 'Arm's Length Body' if you are applying to assess applications from consultants working for the national organisation sponsored by the Department of Health and Social Care. Although we place you into your home region, we will look at moving scorers to other regions closer to the scoring window opening. This enables us to manage any conflicts of interest and balance the workload.

Please also select your membership type. Regional subcommittees are made up of:

1. **Professional members**– Practising consultants (local and national award holders are welcomed) who can bring their professional and subject specific knowledge to committees
2. **Employer members**– Managers from NHS organisations or Arm's Length Bodies who can represent the employer's perspective and assess impact on the NHS using their expertise
3. **Lay member**– Any person with informed lay involvement in healthcare or experience from patients' perspectives, (including retired NHS staff) who will use their knowledge about the workings of the NHS to provide an objective view

<b>I wish to apply for membership of the</b>	Choose a sub-committee Regional Sub-Committee
<b>With the role of</b>	Choose a role

**Part 2 – Personal Information**

Please provide all the information requested below.

<b>Title and Full Name</b>	
<b>Address</b> This may be used for correspondence	
<b>Telephone number</b>	
<b>Mobile number</b>	
<b>E-mail address</b>	
<b>GMC/ GDC number</b>	

<b>Occupation</b> Consultants applying for vacancies should indicate their specialty

<b>Level of current Clinical Impact Award or Excellence Award and year awarded or last renewed</b>
<b>Not applicable:</b> <input type="checkbox"/> <b>Award:</b> Level Awarded/renewed: 2013

**Part 3 – Experience and Skills**

Our process is digital, however, reasonable adjustments can be made where required. Additionally, we work to a strict timetable.

By applying, you confirm that you can:

- Access and use browser-based programmes and Zip files; and
- Work to deadlines

Our sub-committee members are asked to bring their expertise to their assessment of applications. Amongst wider experience, they have an understanding of:



- Consultant doctors' and dentists' roles; and/or
- Medical teaching, research, service redesign or innovation; and/or
- The wider workings of the NHS or medical academia; and/or
- The patient perspective.

In order to score all Clinical Impact Award applications consistently and fairly, our scorers need to be able to:

- Compare and contrast written evidence; and
- Analyse text within a set framework.

The average number of applications to score will be **up to** around 70, with each application taking around 40mins to score. If you have additional responsibilities outside work, such as caring commitments, and do not feel this would be feasible please contact us so we can discuss potential adjustments.

And in order fully to participate in committee meetings, our members also need to:

- Be comfortable amongst a group of peers; and
- Actively contribute to discussions.

**Please outline your relevant experience, including:**

- An example of where you have analysed written evidence; and
- An example of where you have contributed to committee discussions

**Please indicate whether you have received valuing diversity training within the last 3 years**

Yes

No

**Part 4 – Conflicts of Interest and Professional Conduct**

**Please give details of any business or personal interests that might be relevant to the work of ACCIA, and which could lead to a real or perceived conflict of interests**

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**Have you ever been subject to an upheld professional conduct investigation brought by your employer or professional regulator?**

Yes  No

**If yes, please provide details:**

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**Please indicate by crossing this box that you agree to ACCIA contacting your referees**

**Part 6 - Declaration**

**I confirm that to the best of my knowledge and belief, the information given in this form is complete and correct.**

<b>Signature</b>	<b>Date</b>

**I confirm that my e-mail address may be shared with other ACCIA Sub-Committee members**

**Yes  No**

**Please e-mail a concise CV (no more than two sides of A4) along with this application form**

to: [accia@dhsc.gov.uk](mailto:accia@dhsc.gov.uk).

### **General Information**

Professional and employer members receive no payment from ACCIA for attending committee meetings or for reading time. However, Chairs and lay members do receive a fee and can claim expenses. Professional and employer members should claim expenses from their Trusts.

Subject to any administrative changes to National Clinical Impact Awards, the expected term of service on a regional sub-committee is **three years** and may be renewed.

Please note that the names of sub-committee members are published on the [ACCIA website](#)