



Information for Prospective ACCEA Regional Sub-committee Members

Dear Prospective Sub-Committee Member

Thank you for your interest in joining us, we hope that you will decide to apply to become a member of one of our sub-committees.

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

Background

ACCEA

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

Awards are monetary and payable for five years and consultants can apply to renew them or apply for a higher level of award. There are four levels of national award, ranging from £36,192 per year for a full-time bronze award holder to £77,320 for a platinum award holder.

The Advisory Committee on Clinical Excellence Awards (ACCEA) 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 and renewed awards.

ACCEA has two senior officers: Dr Stuart Dollow, our Chair, and Professor 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 ACCEA's core staff.

Sub-committees

However, ACCEA would not be able to operate without the good work of our fifteen scoring sub-committees, each of which has up-to-twenty-four volunteer scorers. These volunteers are a key part of a successful CEA competition.

We bring in volunteer scorers to ensure that the right experience and judgement is brought to the assessment of CEA applications. Scorers have backgrounds in medicine, surgery, dentistry, and in service and organisational management. They understand the NHS and represent the lay and patient perspective.

They come from the same region as the applicants and so better understand the significance of the evidence presented than a central national panel would. This regional link also encourages our scorers to take ownership of the scoring process.

ACCEA 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 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.

Your role as a member

Your core role as a sub-committee member would be to score (roughly half of) the applications for new and renewed CEAs 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 and then submit 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 2019, sub-committee members had six weeks – from the end of April to the first week in June – to submit their scores. The number of applications to score varies regionally and year-to-year, but the 2019 average was around 40. Depending on numbers, we estimate that scoring would take you between 20 and 30 hours.

You would then be invited to attend the sub-committee meeting, this meeting has been divided in to two halves. The first hour you will discuss any provisionally successful applications, where you may be asked to speak for or against applications, bringing your expertise to the discussion, the second half will be attended by the Medical Director and Chair to discuss provisionally successful applications further and to consider any concerns raised by ACCEA Medical Director or ACCEA Chair.

Sub-committee meetings usually take less than 3 hours. They will normally take place within the sub-committee region (or in Victoria for the London sub-committees) between June and October. 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.

Benefits of becoming an ACCEA 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 2017/18, ACCEA oversaw the payment of awards to 2,601 consultants in England and Wales, worth a total of just over £143m.

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 Awards. This is particularly helpful for employer members, who can feed back hints and tips to their consultant body. 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:

- Classroom-based training delivered by our Medical Director, Kevin Davies and Chair Stuart Dollow, on how to assess and score applications, including a live scoring exercise,
- Mary Armitage's slide pack with advice and tips on scoring methods,
- Our authoritative and comprehensive guide for assessors,
- A login to our new 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 these two 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
ACCEA Secretariat