



## Advisory Committee on Clinical Excellence Awards (ACCEA) 2021 Round

**Guidance for applications for FPH support at the following levels:**

- **Bronze;**
- **Silver;**
- **Gold;**
- **Platinum; and**
- **Renewals.**

### Introduction

Applications for FPH support for new and renewals consultants' clinical excellence awards at a national level (England and Wales) are now being invited from FPH members.

This guidance is for the 2021 awards round. Please read the **whole** of this guidance if you are seeking FPH support for your ACCEA application. Forms and full guidance, including how to complete your application and what scoring criteria is used, is available from the [ACCEA website](#).

It is the responsibility of the consultant seeking FPH support to complete and submit applications within the terms set out in this guidance. **Late or incomplete applications will not be accepted by FPH.**

### Background

The FPH process for supporting applications **precedes** the ACCEA online application process. It is important to note that only a limited number of applications in each category (as specified by ACCEA) can be supported by FPH.

Faculty Advisers have a local facilitating role in order to help eligible members in their constituencies to apply for FPH support. You should contact your [FPH Faculty Adviser](#) in the first instance if you need advice about your application:

Anyone wishing to apply for FPH support must first ensure their Chief Executive supports the application. FPH's role is support only and without Chief Executive approval your application will not be accepted by ACCEA.

## Eligibility

FPH supports only Members and Fellows in good standing and does not support local awards. Please refer to the ACCEA guidance for further details of eligibility. Applicants are advised that it is unusual for awards to be granted if fewer than four years have elapsed since the previous award.

The levels at which candidates may apply are as follows:

- Candidates without a national award may apply at bronze award;
- Bronze award holders may apply at silver award;
- Silver award holders may apply at gold award
- B Distinction Award holders may apply at silver level only
- Gold and A Distinction award holders may apply for a platinum award.

## Bronze, silver and gold awards process

FPH makes direct nomination rankings to ACCEA for national level gold, silver, bronze and renewal awards.

FPH panel meet to review and score (based on ACCEA scoring criteria) applications for these awards and draw up a shortlist within the limits set by ACCEA.

A prioritised list of names of those shortlisted and their citation forms will be submitted directly to ACCEA (England and Wales) once the online application process has been opened.

Citation forms will be agreed at the point of shortlisting and will not be reviewed, as such, the inclusion of a completed citation is mandatory to be considered for FPH support.

## Platinum awards process

FPH, together with the other members of the Academy of Medical Royal Colleges (AoMRC), is required to submit a shortlist of nominations for platinum awards directly to the AoMRC.

FPH panel meet to review and score (based on ACCEA scoring criteria) applications for platinum awards received by the deadline and submit a FPH prioritised shortlist (two nominations by FPH are permitted) and the citation forms to the AoMRC before their deadline.

Citation forms will be agreed at the point of shortlisting and will not be reviewed, as such, the inclusion of a completed citation is mandatory to be considered for FPH support.

The AoMRC then submits to ACCEA a consolidated shortlist across all specialties, using the citations provided by the individual colleges and faculties. This is why the deadline for platinum applications differs from gold, silver and bronze applications.

## Renewals process

From 2013 FPH has been able to support applications for renewals of awards. You can apply for FPH support by following the ACCEA applications process set out below.

## Submitting your ACCEA application

Individual consultants must submit their own applications direct to ACCEA. There is no other route available and no facility for the FPH or anyone else to do this for you. If ACCEA has not received your fully completed application, any supporting citations received by ACCEA for you will be invalid. It is essential therefore that applicants ensure they fully complete their application before the closing date.

Consultants are strongly advised to check that they are included in the ACCEA nominal roll and that their details are correct. The ACCEA online system will not accept your application if you are not on the ACCEA nominal roll.

If you have any queries about the ACCEA process, you should contact the ACCEA secretariat direct, not FPH.

## What you need to do if you wish to apply to FPH for support

Below is the process for you to follow for applications of support at all levels. Please note that late or incomplete applications will not be accepted by FPH and all applications must be sent electronically.

In order to review your application and provide support, FPH needs to see a copy of the applications form (form a) and, for new award applications and applications for renewals at a different level, the citation form (form b).

### 1. Complete ACCEA form A

You will be able to cut and paste the information from your application direct into the ACCEA web forms when the 2021 ACCEA online system opens.

#### Quality and content of your application

It is vital that you read the [guidance issued by ACCEA](#) NHS Consultants' Clinical Excellence Awards Scheme Guide for Applicants.

The assessment criteria are clearly described in the ACCEA guidance and you should take careful note of these before completing the form(s). The guidance has been written with clinicians in mind: FPH has raised this issue with the former Medical Director of ACCEA who reassured FPH that all committees are aware of the overarching nature of public health.

The guidance given may look very clinical, however, public health physicians can still easily address this point by concentrating on two of the criteria given i.e.

- Excellence in delivering your professional commitments. You may refer to validated performance or outcome data. Present this comparatively, and/or with external or peer review reports assessing the quality of your service if possible;
- Good use of NHS resources.

The examples given for this domain are also very clinical but examples of excellence in delivering public health commitments could include: reduction in disease/risk factors (e.g. smoking prevalence, childhood accidents, HCAs); increase in immunisation/screening rates; local uptake of recommendations made by DPH/HPU; successful implementation of national priorities (say why you consider it successful); addressing long term or serious local

problems; good results from comparative audit of e.g. surveillance/info systems; advocacy that has changed policy/opinion, etc. Mention if anything has been copied by others, won an award, is innovative or has been praised by independent bodies/individuals.

Remember that those reading your application may not know you so make sure what you write is intelligible to everyone including lay people, who are represented on the committees. Do include dates, where applicable. Do not use abbreviations or acronyms and do not simply list (for example) committees of which you are a member. Do not include evidence submitted for an earlier award, unless it illustrates how initiatives have been further developed. Use a new line for each entry (bullet points help for clarity) and do not change the font. Electronic signatures are acceptable.

## **2. Include ACCEA form B - Nominating Body citation**

Your FPH application must be accompanied by a citation written especially for the FPH. It is your obligation to provide a suitable citation as part of your application for consideration by FPH.

Any applications received without an accompanying citation form will not be accepted (and *vice versa*) in any circumstances. Please do not submit multiple citations; this is not necessary or desirable.

### Who prepares and submits the supporting citations?

ACCEA has removed third-party citations. In 2021 citations will only be provided by national nominating bodies for new award applications and only for those applicants ranked by them in their prioritisation exercises. This will reduce time taken for applicants to solicit citations and for scorers to evaluate them.

ACCEA requires that every candidate nominated by FPH is supported by a citation, and individual candidates will be invited to arrange the provision of a citation from an appropriate individual who is aware of their work. The content of FPH citations will be provided by the authors, but the citations themselves will be submitted centrally by FPH, in accordance with the current ACCEA guidelines.

Your citation writer must be a FPH member in good standing and should normally hold a clinical excellence award at the same level or higher than the applicant, although this is not essential. It does not matter if the citation writer is based in a different region or country from the nominee but, in order to avoid any possible conflict of interest, it must not be written by a colleague with whom you work closely or who is based in the same department. You must ask this person prior to you submitting your form and state that they are happy to do this. The person must be aware of your work.

### Quality and contents of citation

The citation must be exclusively for FPH use and should bring out issues of particular relevance to FPH and the specialty of public health. It is essential that citations do justice to the applicant. They should not simply reproduce the information that has already been provided in the individual's application, nor that provided in another citation from a different source for the same person. **The citation must be a maximum of 1353 characters. If**

**it is longer than the stipulated length, FPH will cut the citation off at the 1353 character limit and so we advise members to take care when completing).**

Clinical excellence awards are given to recognise and reward the exceptional contribution of NHS consultants **over and above** that normally expected in their job. Those writing the citation need to ensure that they have described how the applicant meets the ACCEA domains (see the ACCEA guidance for a detailed description of the criteria). The work done by the applicant in the specialty of public health (medicine) and/or for FPH must be highlighted, with emphasis on the wider influence of that work at **national** or **international** level, rather than making an assessment of contributions to the local employer. It is important that the citation should be qualitative and, in particular, it should not be based simply on the nominee's ability to 'do the job well'.

**The citation must be a maximum of 1353 characters. If longer, FPH will cut the citation off at the 1353 character limit and so advise members to take care when completing.**

What do FPH citation writers need to do?

1. Complete the citation form B which should be written for FPH to submit.  
Please insert 'Faculty of Public Health' in the name of the nominating body box;
2. Refer to the FPH guidance for reference when completing the form;
3. Ensure that *all* the boxes are fully and correctly completed - incomplete forms will not be accepted. Please note that some sections are limited in terms of size;
4. Save the citation form as a word document and email it to the applicant who will submit it to FPH with his/her application;
5. Do not submit the FPH citation form to ACCEA.

**3. Submit your application to FPH**

As soon as you have completed your FPH application and citation form you should email it to [workforce@fph.org.uk](mailto:workforce@fph.org.uk). Only electronic applications will be accepted.

**Stages in submitting applications for FPH support:**

1. FPH member completes an electronic application pack using the forms and guidance on the FPH website ensuring it contains:
  - o A completed application form (form A)
  - o A completed citation (form B) for FPH to use **(The citation must be a maximum of 1353 characters. If longer, FPH will cut the citation off at the 1353 character limit and we therefore advise members to take care when completing).**

And email completed application to FPH via [workforce@fph.org.uk](mailto:workforce@fph.org.uk) by the following deadlines:

**Platinum: Thursday 21 January 2021**

**Gold, Silver, Bronze and Renewal awards: Thursday 18 February 2021**

Late or incomplete applications will not be accepted

2. FPH committee assesses accepted applications (i.e. complete and on-time) against ACCEA criteria and draws up prioritised shortlists for each level of award;
  3. FPH contacts all candidates by email to notify them if they have been shortlisted for FPH support and each shortlisted applicant's chief executive will be notified by email;
  4. FPH submits ranked shortlist of names and supporting citations to ACCEA (renewals, gold, silver and bronze applications) and to the AoMRC (platinum applications);
  5. Individual consultants must ensure they have fully completed and submitted their own applications direct to ACCEA by the deadline set by ACCEA. ACCEA will not accept FPH citations unless you have correctly submitted your own application.
- **Applications should be submitted** through the **online** application process via the ACCEA website: <https://www.nhsaccea.dh.gov.uk/Pages/Default.aspx>

## FAQs

### How are applications assessed?

All complete applications received by the deadlines are reviewed and assessed by a FPH committee, chaired by the FPH President. The committee consists of the FPH Officers and one lay member. All applications are assessed using the ACCEA criteria as described in the [ACCEA Guide](#).

In advance of their meetings, the FPH committee members score the applications against the ACCEA domains and criteria, plus contributions to the FPH and/or the specialty of public health (medicine), using an indicative scoring scale. On the basis of each candidate's application, together with the citation, their own knowledge of particular contributions which individuals have made to the FPH and to public health (medicine) more widely, and an indication from the ACCEA of the number of nominations to be made at each level, the Officers produce a list in ranked order against each level of award.

### What happens next?

Following shortlisting by the FPH committee, if you have been shortlisted for FPH support, you and your chief executive will be notified by email. A member of the FPH staff will submit FPH rankings and citations direct to ACCEA (bronze national, silver and gold nominations as well as renewals) or to the AoMRC (platinum nominations) on behalf of the President. Unsuccessful candidates will be notified by email.

Please note that FPH always receives many more applications than it can support. FPH support is not essential for an application: you can still apply with employer support.

## Checklist

Below is a checklist of the things you will need in order to apply for FPH support.

- An ACCEA online account
- Be a Member or Fellow in good standing

- Completed form A (application)
- Completed form B (citation) **(The citation must be a maximum of 1353 characters. If longer, FPH will cut the citation off at the 1353 character limit and so advise members to take care when completing).**
- Any other additional forms you are entitled to submit

## Tips

If applying for FPH support, please keep these points in mind. None will guarantee that we are able to lend support but observing them will help you to make the strongest case.

- If you are involved in FPH work, this benefits the wider NHS. The ACCEA recognises the quality of contributions made in a particular role, rather than the holding of that role in itself. For each post, applicants need to give evidence of outstanding contributions they have made. For example, just being a member of a committee will not usually be accepted as sufficient evidence of an awardable contribution. If you wish such membership to be considered, you must indicate why. ACCEA is aware that membership of some national or international boards or advisory bodies is itself recognised as a marker of high professional status, but recommend you still give evidence of contribution.
- Forms will be scored, looking at each of the 5 domains, along with the personal statement, and will be scored as follows:
  - 0 points: no evidence provided
  - 2 points: performance as expected
  - 6 points performance exceeds expectation
  - 10 points: outstanding performance
  - U: not applicable to this applicant
- Write your application in a way that enables the reader to glean the information easily from the form. Use bullet points and succinct sentences where possible and remember that the forms are character limited - inclusive of punctuation and spaces.
- insert dates. If you omit dates, the assumption is that the event is time-expired.
- When using abbreviations, spell them out first. You must give the full text of abbreviations the first time you use it. The ACCEA uses lay members who have great difficulty with the different abbreviations used in all different specialities, so you should consider using the full name rather than an abbreviation in each box.
- Don't presume that your reputation will ensure an automatic high recommendation by FPH. You will only be scored on what is contained in your form.
- Don't presume that you will score for modesty. You must sell yourself in factual and utterly truthful language.
- It is important that there are no large gaps in the application form. The headings contained within the application will form the basis of the scoring exercise. As such, try to apportion achievements across all the sections and try to avoid duplication of information.
- Where available including objective evidence, such as figures or percentages is very useful in helping to determine scoring particularly for the first 3 domains (1.

Delivering a high-quality service. 2. Developing a high- quality service. 3. Managing and leading a high-quality service.) Be accurate and do not over or understate your achievements; remember that the ACCEA panel do not know you and it is ultimately to these people, not FPH, that you need to demonstrate your excellence to.

- Consult the ACCEA website, fill in all five domains and follow the instructions and guides carefully. The guidance to assessors is also available on the website to give you an indication of how your application will be scored.

Good luck with your application and please contact [workforce@fph.org.uk](mailto:workforce@fph.org.uk) for further information and support.