



and Sections, together with all CVQs and citations (drafted specifically for the College focusing on national rather than local contribution), are forwarded to the College Secretariat.

It has been suggested that, at this stage, the College Secretariat could prepare the list of nominations received with details of individual ranking. Committee members would be sent a draft voting paper in advance of the College's meeting to complete and return to the Secretariat. The results and the draft College ranked list would then be tabled at the College's meeting. The discussion would largely focus on borderline nominations. It is likely that the meetings to discuss the silver, gold and bronze nominations would then take half a day rather than a full day as at present.

November/December

The College's Committee meeting takes place. CVQs, the list of nominations with individual ranking and a draft voting paper are circulated in advance to the College Committee. The number of awards allocated to the College are announced.

Committee members speak to their higher-ranked nominees. For bronze awards the number will vary with the size of the constituency. The 2006 allocation is shown in Table 1, but in the future this might be based on Regional Awards Committees. Voting papers are tabled and Committee members vote using the following categories:

- Definitely
- Not this year
- Not supported.

Committee members limit the number of definite nominations to the number allocated to the College.

January

The College Secretariat will submit the final results, together with the College specific citations, to ACCEA.

Summary of recommendations

The recommendations are shown below.

- Change timetable
- Faculty/Section lists to be sent to Divisions
- Divisions to adopt London scoring system
- Representatives need not be award holders
- Initial voting before College meeting
- Identify psychiatrist representatives on regional ACCEA committees.

Scottish Advisory Committee on Distinction Awards (SACDA) – Scottish Division nomination procedures

'SACDA acts on behalf of Scottish Ministers in processing nominations for Distinction Awards, in deciding which individual medical and dental consultants in the NHS in Scotland are to receive distinction awards and in reviewing existing distinction awards and deciding whether the awards be retained or withdrawn/downgraded.' (from SACDA Standing Orders Operative from October 2001, revised September 2003)

Each year the Chairman of the Scottish Division brings together the Scottish Division Distinction Awards Committee made up of senior award holders in each of the different specialties and from each part of Scotland wherever possible. The Committee is chaired by the most senior award holder in psychiatry in Scotland. The Secretariat is provided by Scottish Division staff.

At the meeting the nominal roll of all eligible consultants is circulated. The Chairman reads out each name and members are asked to interrupt if someone is mentioned who they think should be discussed. In this way a long list of names is written down. The Committee member who has proposed the person will speak briefly on their behalf. Each person is discussed by the Committee and then the list is whittled down until the Committee comes to an agreement about who should be included for the exact number of nominations the Division has been allocated. Agreement is also reached about who will write citations for those nominated.

Scottish Division staff then write to the person who has been nominated and ask them to submit their CV on the standard form issued by SACDA, also available from the website. Each person being nominated needs to have a citation writer (who must also be an award holder) who will support their nomination. They need to supply the citation writer with a copy of their CV. The citation writer is also contacted and asked to submit their citation on the SACDA form. A deadline is given for all paperwork to be completed.

Once all the CV forms and citation forms are returned, the Chairman of the Division writes a covering letter to SACDA enclosing the forms with a copy to the President of the College.

Members can also self-nominate by downloading the CV form from the SACDA website and submitting it along with a citation by the closing date.

Further information about SACDA can be found at <http://www.show.scot.nhs.uk/sacda/home.htm>

Northern Ireland Clinical Excellence Awards Committee (NICEAC)

The document and forms relating to the new Northern Ireland scheme are available on the Clinical Excellence Awards website at http://www.dhsspsni.gov.uk/index/hss/clinical_excellence_awards_scheme.htm

Structure of the new scheme

The new scheme will be a single, more graduated scheme. It will include a local and a regional/national element. The lower value awards, 1–9 (formerly discretionary points), will be made by local (employer) committees. These awards will primarily reward outstanding contributions to local service delivery objectives and priorities. Higher value awards, 10–12 (formerly Distinction Awards), will be recommended by the new Northern Ireland Clinical Excellence Awards Committee (NICEAC). For higher awards, contributions at a regional, national and international level will be important. However, it will still be possible for consultants who deliver a wholly local contribution to progress to the higher awards.

Self-nomination is the only method of nomination for an award. Consultants who wish to self-nominate for a higher award, must, in the first instance, complete the form 'Notification of intention to apply for an award'. On receipt of this form, the NICEAC Secretariat will send an account number by e-mail which will enable access to the CV form on a secure site; the CV form should be *completed on line and submitted electronically*. The main guide should be read before completing the CV form, in particular sections 4 and 5.

In order to satisfy the eligibility criteria for *higher awards*, consultants must have achieved a minimum of *three* local awards.

Citation process summary

For *local awards* (previously discretionary points) citations will be sought from:

Steps 1–7 Employer
Steps 8 and 9 Employer and senior award holder

Normally either the clinical director or the consultant's appraiser should complete employer citations for local awards. (In the case of joint appointees, citations will also be sought from Queen's University.)

For *higher awards* citations will be sought from:
Step 10 (equivalent to B) Employer and senior award holder