Guidelines to RCPCH England and Wales ACCEA Process
Area Ranking Committees
Chair and Members

Process Notes

College ACCEA Process Summary

This guidance only applies to the RCPCH process for assessing applications for citations to support those seeking Bronze, Silver or Gold (National Levels 9, 10 and 11) Clinical Excellence Awards (CEAs) from the DHSC ACCEA. It does not relate to either the Local Awards process (at Levels 1-9), with which the College is not involved, nor the Platinum (Level 12) process for which the Academy of Medical Royal Colleges is the National Nominating Body (NNB) for all Medical Royal Colleges.

Any RCPCH Ordinary Member, Fellow or Honorary Fellow who meets the criteria laid out in DHSC ACCEA guidance to apply for a CEA under the current system can also enter competition to seek one of the available citations from this College to support their application.

This is since the DHSC has recognised the RCPCH as a NNB.

In England applications for CEAs are made to the DHSC Advisory Committee on Clinical Excellence Awards (ACCEA). Applications to the College for provision of a supporting citation at Bronze, Silver or Gold Level from RCPCH members in England are made through the member’s local RCPCH Area Ranking Committee (ARC).

The Welsh Government delegates running of the Welsh CEA process to the DHSC in England. Applications from Wales for CEAs are considered by the DHSC ACCEA through the same process as those in England. Applications to the College for provision of a supporting citation from members in Wales are made via the Wales Ranking Committee (WRC) which functions in the same way as an ARC in accordance with these guidelines.

The number of supporting citations the College is able to provide for applicants at each level of Award is set every year by the DHSC ACCEA. In 2018 the RCPCH National Ranking Committee was permitted no more than 22 Bronze Level citations, 8 Silver Level citations and 2 Gold Level citations for all of England and Wales. It is possible this number may be cut in 2019 and competition for a citation will be even more intense.

As a result of these restrictions placed on the College the number of applications an Area Ranking Committee (ARC) may put forward to the College National Ranking Committee (NRC) for consideration for a citation is limited in accordance with the number of eligible members who have given their location within that College Area.

The number of citations that can be put forward are limited as follows:

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1x Bronze application for every 250 members or part thereof.
1x Silver application for every 500 members or part thereof.
1x Gold application for every 2000 members or part thereof.

Hence:

Areas with up to or equal to 250 eligible members may put forward:

- 1x Gold application
- 1x Silver application
- 1x Bronze applications

Areas with between 251 and 500 eligible members may put forward:

- 1x Gold application
- 1x Silver application
- 2x Bronze applications

Areas with between 501 and 750 eligible members may put forward:

- 1x Gold application
- 2x Silver application
- 3x Bronze applications

Areas with between 751 and 1000 eligible members may put forward:

- 1x Gold application
- 2x Silver applications
- 4x Bronze applications

Areas with between 1001 and 1250 eligible members may put forward:

- 1x Gold application
- 3x Silver applications
- 5x Bronze applications

Areas with between 1251 and 1500 eligible members may put forward:

- 1x Gold application
- 3x Silver applications
- 6x Bronze applications

Details of allocations for individual College Areas are provided to the ARC Chair by the College National ACCEA Co-ordinator. The allocation is for the whole Area. Competition to be one of the limited number of applications from an Area put forward to the NRC for consideration for an RCPCH citation is across the population of eligible members from the whole Area – there must be no sub-division of applications to be put forward within the Area other than on rank of applications from the whole area for each Level.
Competition for supporting citations from the College is in two stages:

1. In the first stage at Area level in England (Wales-wide for Wales) those seeking citations are considered by the College ARC for their area in England (or the Wales Ranking Committee in Wales).

2. The second stage combines all applicants put forward from the ARCs (including the Wales Ranking Committee) for a further competitive assessment by the NRC for a citation from the College.

**College Area Process Guidelines – Area & Wales Ranking Committee Convenors**

**Application of these Guidelines**

These guidelines apply equally in both England and Wales. Guidance for ARCs should be taken to apply to conduct of the Wales Ranking Committee.

In England the local RCPCH Council Area Officer is responsible for setting up the Area Application Process and ARC with support from the College London Office.

The RCPCH Officer for Wales is responsible for setting up the RCPCH Wales Application Process and Ranking Committee with support from the College Wales Office.

College ARCs are usually convened and chaired by the RCPCH Area Officer (the Officer for Wales chairs the Wales Ranking Committee).

**Area Ranking Committee Membership**

Each ARC should have at least 6 members reviewing the applications received for each Level. These should all be Members of the RCPCH meeting the College requirements for good standing.

When inviting colleagues to undertake this work the Chair should seek to reflect the ethnic and gender makeup of RCPCH membership as well as seeking to include representation of less than full time workers.

The Chair should also seek to ensure the membership of the ARC reflects the diversity of practice settings across the Area from both Regions within the Area.

All participants in the Committee should be checked to have undertaken training in non-discriminatory selection. This should be recorded as having been done.

The Area Officer should make every effort to ensure the ARC includes:

- a Chair – usually the RCPCH Area Officer;
- either the Regional Lead or Deputy Regional Lead from both Regions in the Area;
• one consultant grade paediatrician who holds no national level ACCEA Clinical Excellence Award or Distinction Award and who is not applying for a National Award in the scheme this year;

• one holder of a Bronze Level ACCEA Clinical Excellence Award or Level 9 local award (or ‘B’ Grade in the previous Distinction Award scheme);

• one holder of a Silver level ACCEA Clinical Excellence Award;

• one holder of a Gold level ACCEA Clinical Excellence Award (or ‘A’ Grade in the previous Distinction Award scheme) if this is practicable;

• one senior paediatrician from the Area;

• one academic from the Area;

• one senior trainee paediatrician from the Area.

Also, every effort should be made to ensure:

• At least 1/3 of the committee should be female and at least 1/3 of the committee should be male with the ideal being 50/50 parity;

• There should be no more than 50% of the Committee drawn from academic post-holders;

• At least 1/3 of the committee should be from one Region in the Area and at least 1/3 of the committee should be from the other Region in the Area with the ideal being 50/50 parity.

‘Doubling up’ of roles is acceptable (one committee member fulfilling more than one role).

Communications with Members

All information and briefings to Members about the RCPCH citation application process in the Area must be conducted by e-mails which are sent on behalf of the ARC convenor by the National ACCEA Process organisers at the College Office.

This allows the College to ensure the e-mail addresses used for members are the ones they themselves have provided for RCPCH business.

It also allows the College to confirm each addressee receives their e-mail and has been able to access its contents.

ARC convenors therefore need to allow at least 5 working days' notice (with text) of e-mails to be sent to their Area membership.
Scoring, Ranking and citation drafting

Late applications for citations should not be accepted for any reason whatsoever.

Any enquiries from applicants on the progress of their applications should be forwarded to the RCPCH National ACCEA Administrator.

Applications for citations must be scored and ranked by the ARC.

The ARC should use the DHSC ACCEA Guidance on qualifying criteria for CEAs at the Bronze, Silver and Gold levels (accessible from the College ACCEA web site) as a basis for assessment of the applications received from RCPCH Members in their Area.

RCPCH Members who seek a citation in support of their application for a new CEA must demonstrate in the application put forward to the College that their practice over the last 5 years has achieved the expected level set out in the DHSC ACCEA Guidance.

Specifically, individual applications for new CEAs should be scored against the criteria laid out by the ACCEA for the level of Award that is being sought to ensure they are considered to meet or exceed the expected level for that Award.

Applications should then be ranked according to score – highest scoring, highest ranked – to determine which will be ranked highly enough to obtain one of the restricted number of first round places to be put forward for final consideration for a citation by the College NRC.

Only evidence laid out in the application put forward can be used to assess the likelihood of the application achieving a CEA and therefore the merit of using one of the College's limited number of citations to back the application.

Applications for citations that are ranked high enough at the Area stage to be put forward to the second stage should be send to the College NRC for further consideration along with a draft citation for each application produced by a member of the ARC.

The ARC must provide the College NRC with a list of all applicants considered, the scores and ranks given to all applicants considered during the ARC assessment process and the list of those who took part in the ARC itself.

Notes of the ARC meeting and specifically of its decisions and approval of the final list of applicants to be put forward to the NRC should be retained locally.

Any ARC member applying for a new award (Bronze, Silver or Gold) at the grade under consideration must be excluded from scoring, ranking and citation drafting for applicants for citations for that grade. They must take no part in the process for that grade of award and should not be given any information on deliberations of the ARC for that grade whether or not they are seeking a citation from the Ranking Committee.

Scoring and ranking should be undertaken by members of the ARC individually and independently.
Calculation of aggregated ranking should be undertaken before the ARC meets. This will allow the meeting of the ARC to focus on ‘borderline candidates’ (distinguishing candidates scored/ranked equally) and agreeing responsibility for completing citation forms.

Scoring

Scoring should only be undertaken using the ACCEA recommended system of scoring (0, 2, 6 or 10 where a score of 10 denotes the highest level of achievement) for each of the 5 domains for each application.

The five scores – one per domain – for each application are then added together to produce a total score.

The scores for each domain and the total score for every candidate being considered should then be sent to the ARC convenor by each of the markers for that Level.

Ranking

The total scores for each application from each marker are then added together to give a total score from the ARC for that application.

This total score must then be divided by the number of markers for applications seeking the Level of award concerned.

The resulting ‘averaged’ scores for applications seeking a given Level of award should be used to rank the applications for that Level with highest scoring ranked highest and lowest scoring ranked last.

Citation drafting

Members of the ARC should agree at their meeting a fair distribution of responsibility for drafting citations to accompany each of the applications to be put forward to the NRC and the second round of assessment for a College citation.

The text of each citation is limited by the DHSC to 1345 characters maximum. Citations submitted to the College NRC that exceed this length will have to be cut down before it will be possible to submit them.

Before the ARC completes its business it should have recorded who will provide citations for each supported application and the deadline by which these will be provided to the College ARC convenor to be sent to the NRC with the supported applications and other related papers from the ARC.

Citations should not be drafted by a colleague working in the same department as the recipient and should focus on work undertaken at the Area, National and International level for child health (not specifically the College).
Next steps in the process

It is the responsibility of the ARC convenor to assemble the scores and rankings for each application before the ARC meets and to ensure a record of the attendance, discussion and decisions of the meeting is taken and kept in case of future query.

It is also the responsibility of the ARC convenor to ensure electronic copies of draft citations prepared by the ARC and the full draft ACCEA applications submitted by applicants to which they relate reach the College’s National ACCEA Co-ordinator by the deadline for submissions to the College National Ranking Committee.

Such submissions from ARCs should also include details of their process as stated above (electronic copies of a list of all applicants considered, the scores and ranks given to all applicants considered during the ARC assessment process and the list of those who took part in the ARC itself).

College Area Process Guidelines - Applicants

ACCEA Award New applicants seeking an RCPCH citation

Requests for citations must be supported by a draft copy of the full application to be submitted by the College Member to the DHSC ACCEA using the appropriate DHSC ACCEA forms (accessible from the College ACCEA web site).

Late applications for citations will not be accepted for any reason whatsoever.

Any enquiries from applicants on the progress of their applications will be forwarded to the RCPCH National ACCEA Administrator.

ACCEA Award Renewal applicants seeking an RCPCH citation

Since the 2013 Round it has been possible for those already in receipt of an ACCEA Award and due to seek renewal of the award (typically on a 5-yearly basis) to seek citations in support of their Renewal Application.

However, under the most recent arrangements those seeking renewal of an award are not in competition for an Award and need only achieve a score for their renewal application from the DHSC ACCEA at least equal to the lowest new Award recipient in their DHSC district at the level they are applying to renew.

The College does not therefore score renewal applications submitted with a request for a supporting citation but provides supporting citations to all those eligible members seeking a citation from the College for their renewal application.
There is no Area process for requests for renewal citations and these requests should be made by e-mail direct to the College via accea@rcpch.ac.uk.
Additional Notes

- Any concerns felt by any member of the ARC over the veracity of an application should be referred by the Chair of the ARC to the College National ACCEA Co-ordinator in the first instance.

- The underlying philosophy of the College in this process is to support with a citation those paediatricians most likely to receive an Award in competition with all applicants from England and Wales from across all medical specialties.

  This allows the College to make the most effective use of the limited number of citations it is allowed to submit to the DHSC to best support paediatricians to ensure the maximum number of paediatricians have their contributions recognised at each Award Level.

- Senior figures involved in provision or promotion of children’s healthcare may be approached directly by those intending to apply for a CEA seeking a supporting citation ‘ad hominem’. It is therefore quite possible that recipients of such requests may be serving members of an RCPCH ARC. In cases where the request for a citation does not come through the College process the decision to provide a citation is for the individual approached alone. Responsibility for the writing and submission to ACCEA of such a citation rests with the individual approached and not with the RCPCH. Provision of citations is undertaken in a personal capacity only.

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