This guidance only applies to the RCPCH Platinum (Level 12) process for which the Academy of Medical Royal Colleges (AoMRC) is the National Nominating Body (NNB) responsible for providing citations for applicants from all the Medical Royal Colleges. It governs the working of the RCPCH Paediatrics Platinum Ranking Committee (PPRC) which considers if any paediatrician who has informed the RCPCH they are intending to seek a Platinum Level Clinical Excellence Award should be supported with a citation by the AoMRC.

This document gives details of the RCPCH process for the first round assessment of applications for citations from the AoMRC to support those seeking Platinum (National Levels 12) Clinical Excellence Awards (CEAs) from the DHSC Advisory Committee on Clinical Excellence Awards (ACCEA). It does not relate to either the Local Awards process (at Levels 1-9), with which the College is not involved, nor the process for National CEAs at Bronze, Silver and Gold (Levels 9, 10 and 11).

Platinum Award ACCEA Process Overview

In England, applications for Platinum CEAs are made to the DHSC ACCEA.

The Welsh Government delegates running of the Welsh Platinum CEA process to the DHSC in England. Applications from Wales are considered by the DHSC ACCEA through the same process as those in England. Thus each Welsh applicant competes for a CEA against other Welsh applicants and applicants from across England.

The limited number of supporting citations allowed to the AoMRC is for all specialties represented by the Academy. At the second, Academy, round of consideration of applications for a citation Paediatric Platinum applicants seeking support for their application are therefore in competition with those in all other specialties.

Any RCPCH Ordinary Member, Fellow or Honorary Fellow who meets the criteria laid out in DHSC ACCEA guidance to apply for a Platinum (Level 12) CEA under the current system can enter competition to seek support from this College for one of the available AoMRC citations.

An application for a citation from the AoMRC must be made via the applicant’s ‘home’ College and cannot be made direct to the Academy itself. The Academy recognises the RCPCH Paediatrics Platinum Ranking Committee (PPRC) for this purpose.

The RCPCH will be permitted to support one or, at most, two applicants to the AoMRC for consideration for a citation.

Applications for citations can only be accepted by the RCPCH for consideration during the National window of opportunity for application. This is without exception for any reason whatsoever.
The College will seek to publicise the RCPCH National window of opportunity to potential applicants for Platinum (Level 12) CEAs via e-mail, the College web site and social media. Those considering an application should ensure the College holds their up to date contact details.

Requests for support must be accompanied by the full application to be submitted by the College Member to the DHSC ACCEA using the appropriate DHSC ACCEA forms (accessible from the DHSC ACCEA web site and via the College ACCEA web site). Requests for support for a Platinum Level CEA and accompanying documentation must be submitted by e-mail to accea@rcpch.ac.uk before the end of the window of opportunity.

All those applying should ensure they meet the College requirements for good standing without which they cannot be supported by the RCPCH for an Academy citation.

Any concerns felt by any member of the RCPCH PPRC over the veracity of an application are to be referred promptly to the College National ACCEA Lead in the first instance.

The College takes the view any PPRC member applying for a new Platinum must be excluded from scoring, ranking and citation drafting for applicants for Academy citations. They must take no part in the process or be given any information on deliberations of the PPRC whether or not they are seeking a citation from the Ranking Committee.

The underlying philosophy of the College in this process is to support 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 recommendations it is allowed to submit to the Academy. Thus the College can best support paediatricians to ensure the maximum number of paediatricians have their contributions recognised at the Platinum Award Level.

Any enquiries from applicants on the progress of their applications should be forwarded to the RCPCH National ACCEA Lead.
RCPCH Paediatrics Platinum Ranking Process Guidelines

PPRC Membership, roles and responsibilities

Membership

The membership of the PPRC consists of:

- the President of the RCPCH
- all RCPCH Senior Officers who are holders of a Platinum (Level 12) Award and who’s commitments permit them to take part in the PPRC
- up to three paediatricians who hold Platinum (Level 12) Awards who are not Senior Officers of the College
- the CEO of the College
- a representative of service users.

The PPRC should have at least five members and no more than ten members. The PPRC has worked well in past years with no more than six members.

The PPRC is administered by the College National ACCEA Lead.

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

Chair

The Chair of the PPRC is usually taken by the College President. If the President is unable to Chair the PPRC (for example if applying for a new Platinum ACCEA Award) the Chair should be taken by the College Registrar. If the Registrar is also unable to Chair the PPRC the College Treasurer or, if they are unable to Chair the PPRC, another Senior Officer should take the Chair.

If an occasion should arise in which all Senior Officers are applying for a new Platinum (Level 12) Award an alternative PPRC should be formed at the discretion of the College National ACCEA Lead (in consultation with the CEO, one former President and one former Registrar or Treasurer) containing as many members of the normal PPRC membership as possible.

Roles

Members of the PPRC individually score and rank applications seeking support from the College for a citation from the AoMRC.

The PPRC then meets to confirm the final aggregate rankings and, consequently, the applications to be supported to the AoMRC.
Lastly, Senior Officer members of the PPRC write the citations for those to be supported.

Responsibilities

The PPRC carries out duties that could potentially benefit any serving consultant grade paediatrician – including themselves.

The PPRC must therefore be seen as acting impartially in the interests of all members. To ensure this, the following robust steps must be taken and rigorously enforced:

- All applications from College members must be subject to the same application system and assessment process. This is without exception.

- If a member of the PPRC will be seeking a new Platinum CEA from the ACCEA they must take no part in scoring, ranking or citation writing for applications (at any stage of the College or Academy process) whether or not they are seeking a citation from the Ranking Committee.

- Award applicants must not attend any meeting to discuss applications for College support for citations and must not be informed of discussion or outcome of such a meeting in any way other than concerning their own application.

Notes of the PPRC meeting should be retained.

Senior figures involved in provision or promotion of children’s healthcare may be approached directly by those intending to apply for a Platinum CEA seeking a supporting citation ‘ad hominem’. It is therefore quite possible that recipients of such requests may be serving members of the RCPCH PPRC. 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.

ACCEA Platinum Award New applicants seeking RCPCH support

Requests for support 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).

The number of paediatricians seeking citations in support of their Platinum CEA application that this College may recommend to the AoMRC for citation is strictly limited by the Academy each year and may not be exceeded under any circumstances.

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

ACCEA Award Renewal applicants seeking an RCPCH citation

Since the 2013 Round it has been possible for those already in receipt of a National ACCEA Award at any Level 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 present arrangements those seeking renewal of an award are not in competition for an Award and need only be judged by the DHSC ACCEA to demonstrate in their application that they have continued to make a contribution to paediatrics and child health - during the time since they last received their Award - at the minimum level expected from a holder of the level of Award that they are applying to have renewed.

The Academy does not provide supporting citations for those undertaking a Renewal Application for an existing Platinum (Level 12) Award. Therefore the College will provide supporting citations for all Renewal applicants who submit an application before the close of the RCPCH National window of opportunity. Renewal applicants must fulfil the College’s requirements for good standing and there must be no doubts over the accuracy of the contents of their application.

Scoring, Ranking and Citation Writing

Scoring and ranking must be undertaken by members of the PPRC individually and independently.

Members of the PPRC should use the DHSC ACCEA Guidance on qualifying criteria for CEAs (accessible from the College ACCEA web site) as a basis for assessment of each application to be considered.

Specifically, individual applications for support for an AoMRC citation must be scored using the DHSC ACCEA scoring system to ensure each applicant has demonstrated their practice over the last five years has met or exceeded the level set out by the DHSC ACCEA in the ACCEA Guidance for the level of Award that is being sought.

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 opportunities to recommend an application to the Academy for provision of a citation.

Calculation of aggregated scoring and ranking should be undertaken before the PPRC meets. This will allow the meeting of the PPRC to focus on ‘borderline candidates’ (distinguishing applicants scored/ranked equally that exceed the number of candidate recommendations allowed) and on agreeing responsibility for completing citation forms.

It is the responsibility of the PPRC Chair to ensure the scoring and ranking of each application is completed before the PPRC meets and to ensure a record of the attendance, discussion and decisions of the meetings are taken and kept in case of future query.

Concerns felt by any member of the PPRC over the veracity of an application should be referred promptly to the College National ACCEA Lead in the first instance.

Scoring

Scoring should only be undertaken using the DHSC 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 five domains for each application laid out in ACCEA Guidance.

The five scores – one per domain – for each application are then added together to produce a total score.
Once all applications are scored by individual members of the PPRC, individual domain and total scores for each applicant should be returned to the College National ACCEA Lead to allow aggregation of the score for each applicant and ranking according to score – highest scoring highest ranked.

**Ranking**

This total score received by each applicant is then divided by the number of markers.

The resulting ‘averaged’ scores for applications are then used to rank the applications for that grade of award with highest scoring ranked highest and lowest scoring ranked last.

**Citation Writing**

Members of the PPRC should agree at their meeting a fair distribution of responsibility for writing draft citations for each of the applications to be supported by the College and put forward to the second stage conducted by the AoMRC.

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

Before the PPRC 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 National ACCEA Lead to be sent to the Academy with the supported applications and other related papers from the RCPCH.

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

This Version 5 – 29 January 2019

John Pettitt
RCPCH National ACCEA Lead