

Process Notes

General ACCEA Process Summary

All National Ranking Committee members to note:

If a member of the NRC will be seeking a new CEA from the ACCEA they must take no part in scoring, ranking or citation writing for applications for the level of Award at which they are applying (at any stage of the College process either Regional or National) whether or not they are seeking a citation from the RCPCH.

ACCEA has made a number of changes to the process this year that affect both applicants and National Nominating Bodies – such as the RCPCH. This guidance has therefore been fully revised. Care should be taken to read this guidance and the DHSC's own guidance for nominators – [available here](#) – in detail and precedence should be given to 2021 guidance which the DHSC has updated. In case of doubt, queries should be made to the College ACCEA Team.

Scope

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 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 Platinum (Level 12) process for which the Academy of Medical Royal Colleges is the National Nominating Body (NNB) for all Medical Royal Colleges. This year there is no option for Renewal applicants to receive a supporting citation for Renewal applications from the College.

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 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 2019 the RCPCH National Ranking Committee was permitted no more than 23 Bronze Level citations, 4 Silver Level citations and 3 Gold Level citations for all of England and Wales. It is likely competition for these citations will be intense in the 2021 Round.

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:

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 Manager based on the most up to date College membership data at the start of the Round. 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 for each Level from the whole area.

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.

Note that this year the ACCEA is not using supplementary application forms. Applicants may only submit the new, extended main application form (based on the old Form A).

Applications for citations can only be accepted for consideration for a citation by an ARC during the window of opportunity for application. This is without exception for any reason whatsoever.

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 prepared using the appropriate DHSC ACCEA form (accessible [here](#)).

In England the local RCPCH 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).

Each ARC is recommended to have at least 6 members reviewing applications received. These should all be Members of the RCPCH meeting the College requirements for [good standing](#). Membership of the ARC should meet the College guidance on composition.

Detailed guidance on the members to be included in an ARC is included in the Guidelines to RCPCH England and Wales ACCEA Process Area Ranking Committees (available on the [College ACCEA web pages](#)).

All communications from the Chair of the College ARC to Members in an Area about the RCPCH citation application process for the Area are conducted by e-mail sent on behalf of the ARC Chair from the College Office. This allows the College to ensure e-mails are received.

ARCs should have assessed individual applications to ensure they meet or exceed the requirements set out by the DHSC ACCEA for an Award at the level being sought scoring applications according to the ACCEA's own scoring system.

Applications from paediatricians for new CEAs ranked high enough by their ARC to be allocated one of the restricted number of first round places are then put forward for final consideration for a citation by the College NRC.

Specialty Groups and Special Interest Groups wishing to conduct a ranking process for ACCEA Award applicants may choose to provide the outcomes of these processes to the RCPCH. The College recommends them to conduct their ranking in line with the ACCEAs own Guide for Nominators (College Recommendations are on the College [College ACCEA web pages](#)). The RCPCH also makes clear any information received from SGs or SIGs will not influence the College process to select its own list of citation recipients.

In case any concerns are raised over process ARCs must provide the College National ACCEA Co-ordinator with a list of all applicants considered, the scores and ranks given to all applicants considered during their assessment process and the list of those who took part in the ARC. This informs a declaration now required of NNBS by the ACCEA.

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

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

The College requires that any ARC member applying for a given level of new Award (Bronze, Silver or Gold) under consideration must take no part in the process for that level or be given any information on deliberations of the ARC for that level whether or not they are seeking a citation from the College.

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.

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

College National Process Guidelines

NRC Membership, roles and responsibilities

Membership

The membership of the NRC consists of all Senior Officers, the CEO of the College, a representative of the Board of Trustees and a lay representative. From the 2020 ACCEA Round England Area Officers and the Officer for Wales are also members of the NRC.

The NRC is administered by the College National ACCEA Manager.

Notes of the NRC meeting should be retained in the College.

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

Roles

Members of the NRC individually score and rank applications submitted to the RCPCH seeking a citation from the College in support of the application to the DHSC ACCEA. Those put forward to the NRC must first have been scored, ranked and passed by one of the ARCs.

Once this is done the NRC meets to confirm the final aggregate rankings and, consequently, the applications to be supported to the DHSC ACCEA.

All RCPCH ACCEA Ranking Committees use the median score of the total scores given to each applicant by all members of the Ranking Committee to rank applicants scored.

Lastly, clinician members of the NRC write citations for those applicants to be supported.

In the case that an ARC is not able to transact business for any reason the College National ACCEA Manager will in the first instance seek another ARC or the WRC to take on the work from the College Area concerned. If this is not possible the Senior Officers of the NRC will, as a last resort, score applicants taking on the role of ARC for the College Area concerned.

Responsibilities

Members of the NRC carry out duties that could potentially benefit any serving consultant grade paediatrician – including themselves.

The NRC 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:

- Applications from any College member must be subject to the same application system and assessment process. This is without exception.
- If a member of the NRC will be seeking a new CEA from the ACCEA they must take no part in scoring, ranking or citation writing for applications for the level of Award at which they are applying (at any stage of the College process either Regional or National) whether or not they are seeking a citation from the RCPCH.
- Any RCPCH Senior Officer intending to apply to for an ACCEA Award – whether or not they will be seeking a College citation – should inform the College National ACCEA Manager of their intention as soon possible and before the College ACCEA process gets underway.
- Award applicants must have no knowledge of the College process for the level of Award at which they are applying nor attend any meeting to discuss applications for College citations at that level of Award. Applicants must not be informed of discussion or outcome of the College process or of such a meeting in any way other than that agreed for use when informing all applicants.

The College President usually Chairs the NRC. Their name is used as the “submitting Officer” of the College when final College citations are submitted to the DHSC ACCEA.

If the President is unable to Chair the NRC for a given Level of CEA (for example if applying for a citation) the Chair should be taken by the College Registrar. If the Registrar is also unable to Chair the NRC for that Level of Award the College Treasurer should take the Chair.

The DHSC requires the same “submitting Officer” be named on all citations for a given level of Awards. The DHSC also prohibits a citation to be submitted by the person benefiting from the citation.

In the event the President is barred by DHSC rules from being the “submitting Officer” for the RCPCH the name used should be that of the College Registrar. If the Registrar is also barred from providing citations, the College Treasurer or another Senior College Officer should be the “submitting Officer”.

If an occasion should arise in which all Senior Officers are applying for a given Award level an alternative NRC should be formed for that level at the discretion of the College National ACCEA Manager (in consultation with the CEO, 1 former President and 1 former Registrar or Treasurer) containing as many members of the normal NRC membership as possible and containing a majority of senior paediatricians who hold Ordinary Membership or Fellowship of the College.

It should be noted that in the 2021 Round ACCEA is not accepting any citations other than from organisations recognised by the ACCEA as National Nominating Bodies. This includes ‘ad hominem’ citations.

ACCEA Award New applicants seeking an RCPCH citation

The number of citations this College may provide to the DHSC ACCEA each year to support new applications from paediatricians is strictly governed by the DHSC ACCEA and may not be exceeded under any circumstances.

New Award applicants seeking an RCPCH citation also applying to ACCEA for Renewal of an existing Award

For the 2021 Round the ACCEA has withdrawn the possibility of Renewal applications receiving citations from any source including NNB citations.

Those seeking NNB citations for a higher level New Award application may successfully compete for a citation in support of that New Award application. If they are also applying to renew an existing Award, their application will be stripped of the associated New Award application citation before it is scored for Renewal by the ACCEA.

Submissions to the College from Paediatric Specialty Groups and Special Interest Groups

SGs and SIGs are provided by the College with information on the College process and deadlines. It is made clear that should they wish to advise the College of individuals undertaking applications to the DHSC ACCEA they have selected as worthy of their support (as well as the means by which these selections were made) they should do so before the end of the College window of opportunity for applications at 17:00, 18 January 2021.

It is made clear to both types of body that, for an ACCEA application to be considered for support by the College, the applicant must have followed the College process by submitting their draft application to their local ARC within the window of opportunity.

It is also made clear applications put forward to the College will be considered on their own individual merits and according to the RCPCH process.

Scoring, Ranking and Citation Writing Application, Scoring, Ranking and Citation drafting process

Note that this year the ACCEA is not using supplementary application forms. Applicants may only submit the new, extended main application form (based on the old Form A).

RCPCH Members who seek a citation in support of their application for a new CEA must have demonstrated 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.

The NRC should use the details in the [DHSC ACCEA Guidance for Nominators](#) on qualifying criteria and scoring for CEAs at the Bronze, Silver and Gold levels as a basis for assessment of each application to be considered.

NRC members should score individual applications for CEAs submitted to the College using the DHSC ACCEA scoring scheme to assess whether applicants demonstrate they

meet or exceed the criteria laid out by the ACCEA for the level of Award that is being sought.

Only evidence laid out in the application put forward will be considered by the ACCEA when scoring an application. Therefore only evidence in the application 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.

Scoring and ranking must be undertaken by members of the NRC individually and independently using the NRC Sharepoint site or other designated collaboration tool. Scores for each scoring domain and totalled for each candidate should then be returned to the College National ACCEA Manager by the deadline.

Calculation of ranking should be undertaken before the NRC meets. This will allow the meeting of the NRC to focus on 'borderline candidates' (distinguishing candidates scored/ranked equally where only one citation is available) and agreeing responsibility for completing citation forms.

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

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

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 as laid out in ACCEA Guidance.

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

Once all applications are scored by individual members of the NRC individual domain and total scores should be returned to the College National ACCEA Manager to be ranked.

The total scores for each candidate from every marker should then be used by the College National ACCEA Co-ordinator to arrive at the median score for each applicant from the ARC.

Ranking

The resulting median scores for each application 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 Writing

Members of the NRC should agree at their meeting a fair distribution of responsibility for writing final citations for each of the applications to be supported by the College.

Before the NRC 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 Co-ordinator.

Draft citations are requested from the ARCs for each successful applicant put forward by them and these draft citations will be provided to the NRC member to assist them in completing a final citation for each application it is agreed will be supported. Draft citations from SGs or SIGs may also have been made available to the College and will also be provided to citation writers if available.

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 they can be submitted.

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).

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