

Guidelines for PICS Ranking Committees Chair and Members

Process Notes Summary

PICS is a registered nominating body in its recognised capacity as a specialist society.

This guidance only applies to the PICS 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 DH 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 PICS Member who is in good standing with their organisation and who meets the criteria laid out in DH ACCEA guidance is able to apply for a CEA under the current system.

In England applications for CEAs are made to the DH Advisory Committee on Clinical Excellence Awards (ACCEA).

The number of supporting citations PICS is able to provide for applicants at each level of Award is set every year by the DH ACCEA. In 2017 PICS is permitted no more than 4 Bronze Level citations, 2 Silver Level citations and 1 Gold Level citations for all of the UK.

PICS Process Guidelines

The honorary secretary for PICS is responsible for organising the annual ACCEA round with assistance for the AAGBI secretariat. If he/she is applying for an award he will delegate that responsibility to another officer.

The honorary secretary will be responsible for notifying members in good notice of expected time lines for submissions of applications and for convening a ranking committee.

PICS Committee Membership:

The PICS ACCEA national committee should have at least 4 members reviewing the applications received. These should all be Members of PICS who meet their employer requirements for good standing

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

The Honorary Secretary should make every effort to ensure the ranking committee includes:

- a Chair – usually the Honorary Secretary;
- 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 academic
- one senior trainee

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;

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

Communications with Members

All information and briefings to Members on the citation application process must be conducted by e-mails which are sent on behalf of the convenor via the AAGBI secretariat.

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

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

PICS ACCEA convenors therefore need to allow at least 5 working days' notice (with text) of e-mails to be sent to their Area membership.

ACCEA Award New applicants seeking a PICS citation

Requests for citations must be supported by a draft copy of the full application to be submitted by the PICS Member to the DH ACCEA using the appropriate DH ACCEA forms

ACCEA Award Renewal applicants seeking a PICS 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 DH ACCEA at least equal to the lowest new Award recipient in their DH district at the level they are applying to renew.

PIS 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 PICS for their renewal application.

These requests should be made by e-mail direct to PICS via the AAGBI

Scoring, Ranking and citation drafting

Applications for citations must be scored and ranked by the PICS Committee

The Committee should use the DH ACCEA Guidance on qualifying criteria for CEAs at the Bronze, Silver and Gold levels as a basis for assessment of the applications received from PICS Members in their Area.

PICS Members who seek a citation in support of their application for a new CEA must demonstrate in the application put forward to PICS that their practice over the last 5 years or since their previous national award (whichever is shorter) has achieved the expected level set out in the DH 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 places to be put forward to ACCEA..

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 PICS limited number of citations to back the application.

Applications for citations that are ranked high enough should be then be entered using the PICS domain at www.nhsaccea.dh.gov.uk. The process for entering ranked applicants with associated citations is self-explanatory within the submission process although the accompanying ACCEA guidance for Nominators should also be read.

Notes of any PICS meetings in relation to the ACCEA process and specifically of its decisions and approval of the final list of applicants to be put forward to ACCEA should be retained locally.

Any PICS 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 PICS committee 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 PICS committee individually and independently.

Calculation of aggregated ranking should be undertaken before a PICS committee meets. This will allow the meeting 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 committee 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 committee should agree a fair distribution of responsibility for drafting citations to accompany each of the applications to be put forward to ACCEA.

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

Before PICS 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 committee convenor to be entered on the ACCEA website. PICS can only submit its ranked list once all applicants on that list have themselves registered an application on the system and that application also includes a citation from their nominating body.

Citations can be drafted by a colleague working in the same department as the recipient, as long as they are knowledgeable of the work undertaken by the applicant within the national PIC arena.

Additional Notes

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

The underlying philosophy of PICS in this process is to support with a citation those members most likely to receive an Award in competition with all applicants from the UK PICS from across all specialties.

James Fraser

Honorary Secretary PICS, March 2017