

Clinical Excellence Awards Panel

Terms of Reference

1. Purpose of the Clinical Excellence Awards Panel (CEAP)

The Clinical Excellence Awards Panel will;

- consider, review, score and rank all applications submitted to it in order to compile a final list of College nominations for submission to ACCEA at Bronze, Silver or Gold level in compliance with the quotas stipulated by ACCEA,
- forward ranked nominations to ACCEA decided upon following an open and transparent system of assessing, scoring and ranking based on the criteria published by ACCEA,
- organise and submit supporting citations as agreed by panel members
- limit its remit to England and Wales until such time as Scotland and Northern Ireland resume Clinical Excellence Awards processes including College representation. In the event of this the Terms of Reference will be reviewed to ensure adequate representation.

2. Membership of the CEAP

President, acting as Chair of the Panel

Vice-Chair of the Panel, nominated by the President

Chair, Wales Regional Council

A Lay Trustee or Lay Governance Group Member

All four English Regional Council representatives

Four Fellows of the College from England or Wales who shall be eligible to apply for membership of the Panel regardless of whether they currently hold an ACCEA award or not. Application process and appointments is overseen by College Council

A further four Fellows of the College may be nominated by the Panel Chair as required to ensure a balance of pathology disciplines, specialties, ethnicity and gender.

Membership will be for three years, renewable for a maximum further two years at the discretion of the Panel Chair and with approval of Council.



3. Meetings of the CEAP

In normal circumstances the panel will meet annually at a date to be determined once the ACCEA timeline for the year is announced. Further meetings, teleconference or face-to-face may be called to a maximum of three per annum in order to support any unusual circumstances and to provide feedback on the process allowing adequate planning for subsequent rounds (i.e. wash-up).

The Executive Assistant to the President will undertake all meeting organisation and secretarial support for the CEAP.

Travel costs will be paid for all panel members in line with the College expenses policy.

4. Nominations and citations

Applicants will be asked to provide a draft citation. Applicants will be asked to confirm they are not under conduct or performance investigation by their Trust, College or regulator.

The Chair will have the final say on nominations and citations.

The applicants are responsible for ensuring they complete their application via the ACCEA website in good time and on that basis the College will ensure that the citation is added to this within the designated timeframe.

The College may decide to support renewals with citations and the process for applying for this support will be similar to that for applying for nominations for new awards.

5. Conflicts of Interest

All applicants will be judged on the merits of the application as presented to the CEAP and the scoring and ranking will be performed independently in advance of the panel meetings in an unbiased manner by panel members.

Panel meetings will only discuss individual applications in the event of major discrepancies in scoring, tied ranks, in order to judge the appropriate 'cut off' point for nominations and in order to ascertain appropriate feedback for the applicant.

All panel members must demonstrate recent Equality and Diversity training and sign a Code of Conduct. A register of interests for all panel members will be published on the College web-site.

Panel members who have applied for renewal or a new award in that round will be excluded from scoring and ranking applications in the relevant categories of award and from the subsequent panel discussions concerning those categories of award.

Dr Rachael Liebmann RCPATH Registrar

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