



and Sections, together with all CVQs and citations (drafted specifically for the College focusing on national rather than local contribution), are forwarded to the College Secretariat.

It has been suggested that, at this stage, the College Secretariat could prepare the list of nominations received with details of individual ranking. Committee members would be sent a draft voting paper in advance of the College's meeting to complete and return to the Secretariat. The results and the draft College ranked list would then be tabled at the College's meeting. The discussion would largely focus on borderline nominations. It is likely that the meetings to discuss the silver, gold and bronze nominations would then take half a day rather than a full day as at present.

November/December

The College's Committee meeting takes place. CVQs, the list of nominations with individual ranking and a draft voting paper are circulated in advance to the College Committee. The number of awards allocated to the College are announced.

Committee members speak to their higher-ranked nominees. For bronze awards the number will vary with the size of the constituency. The 2006 allocation is shown in Table 1, but in the future this might be based on Regional Awards Committees. Voting papers are tabled and Committee members vote using the following categories:

- Definitely
- Not this year
- Not supported.

Committee members limit the number of definite nominations to the number allocated to the College.

January

The College Secretariat will submit the final results, together with the College specific citations, to ACCEA.

Summary of recommendations

The recommendations are shown below.

- Change timetable
- Faculty/Section lists to be sent to Divisions
- Divisions to adopt London scoring system
- Representatives need not be award holders
- Initial voting before College meeting
- Identify psychiatrist representatives on regional ACCEA committees.

Scottish Advisory Committee on Distinction Awards (SACDA) – Scottish Division nomination procedures

'SACDA acts on behalf of Scottish Ministers in processing nominations for Distinction Awards, in deciding which individual medical and dental consultants in the NHS in Scotland are to receive distinction awards and in reviewing existing distinction awards and deciding whether the awards be retained or withdrawn/downgraded.' (from SACDA Standing Orders Operative from October 2001, revised September 2003)

Each year the Chairman of the Scottish Division brings together the Scottish Division Distinction Awards Committee made up of senior award holders in each of the different specialties and from each part of Scotland wherever possible. The Committee is chaired by the most senior award holder in psychiatry in Scotland. The Secretariat is provided by Scottish Division staff.

At the meeting the nominal roll of all eligible consultants is circulated. The Chairman reads out each name and members are asked to interrupt if someone is mentioned who they think should be discussed. In this way a long list of names is written down. The Committee member who has proposed the person will speak briefly on their behalf. Each person is discussed by the Committee and then the list is whittled down until the Committee comes to an agreement about who should be included for the exact number of nominations the Division has been allocated. Agreement is also reached about who will write citations for those nominated.

Scottish Division staff then write to the person who has been nominated and ask them to submit their CV on the standard form issued by SACDA, also available from the website. Each person being nominated needs to have a citation writer (who must also be an award holder) who will support their nomination. They need to supply the citation writer with a copy of their CV. The citation writer is also contacted and asked to submit their citation on the SACDA form. A deadline is given for all paperwork to be completed.

Once all the CV forms and citation forms are returned, the Chairman of the Division writes a covering letter to SACDA enclosing the forms with a copy to the President of the College.

Members can also self-nominate by downloading the CV form from the SACDA website and submitting it along with a citation by the closing date.

Further information about SACDA can be found at <http://www.show.scot.nhs.uk/sacda/home.htm>

Northern Ireland Clinical Excellence Awards Committee (NICEAC)

The document and forms relating to the new Northern Ireland scheme are available on the Clinical Excellence Awards website at http://www.dhsspsni.gov.uk/index/hss/clinical_excellence_awards_scheme.htm

Structure of the new scheme

The new scheme will be a single, more graduated scheme. It will include a local and a regional/national element. The lower value awards, 1–9 (formerly discretionary points), will be made by local (employer) committees. These awards will primarily reward outstanding contributions to local service delivery objectives and priorities. Higher value awards, 10–12 (formerly Distinction Awards), will be recommended by the new Northern Ireland Clinical Excellence Awards Committee (NICEAC). For higher awards, contributions at a regional, national and international level will be important. However, it will still be possible for consultants who deliver a wholly local contribution to progress to the higher awards.

Self-nomination is the only method of nomination for an award. Consultants who wish to self-nominate for a higher award, must, in the first instance, complete the form 'Notification of intention to apply for an award'. On receipt of this form, the NICEAC Secretariat will send an account number by e-mail which will enable access to the CV form on a secure site; the CV form should be *completed on line and submitted electronically*. The main guide should be read before completing the CV form, in particular sections 4 and 5.

In order to satisfy the eligibility criteria for *higher awards*, consultants must have achieved a minimum of *three* local awards.

Citation process summary

For *local awards* (previously discretionary points) citations will be sought from:

Steps 1–7 Employer
Steps 8 and 9 Employer and senior award holder

Normally either the clinical director or the consultant's appraiser should complete employer citations for local awards. (In the case of joint appointees, citations will also be sought from Queen's University.)

For *higher awards* citations will be sought from:
Step 10 (equivalent to B) Employer and senior award holder



columns

Steps 11 and 12 (A and A+ equivalent) Employer, senior award holder and either the consultant's Royal College or Specialty Association.

On receipt of the CV form the Secretariat will seek citations from the employer and senior award holder for step 10, and from the employer, senior award holder, and nominated Royal College or Specialty Association for steps 11 and 12. The Secretariat will provide the citation with a copy of the completed CV form.

Honorary Fellowships

Nominations for the College's Honorary Fellowship will be discussed at the October meeting of the Court of Electors.

The regulations of the College state under Bye-Law Section V that 'Subject to the Regulations the College may elect as an Honorary Fellow any person, whether or not that person is a member of the medical profession, who either is eminent in psychiatry or in allied or connected sciences or disciplines or has rendered distinguished service to humanity in relation to the study, prevention or treatment of mental illness or to subjects allied thereto or connected therewith or has rendered notable service to the College or to the Association'.

Nomination forms are available from Miss K. Hillman, Department of Post-graduate Educational Services (e-mail: khillman@rcpsych.ac.uk), to whom nominations for the Honorary Fellowship should be sent by 30 June 2006. Such nominations must contain recommendations by no fewer than six Members of the College, and include full supporting documentation.

Special Committee on Professional Governance and Ethics – Sub-Committees on Ethics and Confidentiality

The new Special Committee on Professional Governance and Ethics (SCPGE) will be established at the AGM on 11 July 2006. Membership will comprise recently appointed members of the Special Committee on Clinical Governance, the Chair of the new Ethics Sub-Committee and the Chair of the new Confidentiality Sub-Committee.

SCPGE will advise on and coordinate the College's activities and responses to a wide range of issues relating to professional standards (including professional ethics and confidentiality), professional accountability, appraisal and reflective practice, inter-professional relationships and core standards relating to clinical performance common to all psychiatrists.

The new Committee will:

- liaise with Faculties and educational committees (the new Education, Training and Standards Committee and the Continuing Professional Development Committee) with regard to matters of professional governance;
- provide a conduit for, and advise on, aspects of 'Standards for Better Health' (England) and similar programmes in the other countries relevant to the clinical practice and standards of psychiatry and psychiatrists;
- promulgate best practice in the field of clinical governance given the current understanding and usage of the term;
- relate with regulatory bodies, including the General Medical Council, with regard to issues of good medical practice and performance;
- oversee the ongoing preparation, editing and consultation on core *Good Psychiatric guidance* (CR125), and other guidance documents published in the *Good Psychiatric Practice* series, including *Confidentiality and Information Sharing* (CR133) (prepared by the Confidentiality Advisory Group) and the revision of CR101 (*Vulnerable Patients; Vulnerable Doctors: Good Practice in our Clinical Relationships*);
- develop College initiatives for psychiatrists employed within and outside the NHS, specifically in the developing field of appraisal and revalidation.

The following new sub-committees will be established to focus on ethical and confidentiality issues. The chairs of these sub-committees will be members of the SCPGE. The terms of reference for these two sub-committees will be agreed by SCPGE. The sub-committees will report directly through the SCPGE on matters relating specifically to areas of complex ethics and ethical dilemmas for psychiatry, and responding to, issuing guidance on, and advising the membership about patient/clinical confidentiality.

Ethics Sub-Committee

The remit of this committee will include:

- working with the SCPGE on the development and review of the College's core *Good Psychiatric Practice* guidance (CR125);
- advising the SCPGE and the Central Executive Committee on ethical issues;
- offering support in making ethical decisions;
- considering relevant consultation documents;
- promoting the importance of ethical training during all stages of a psychiatrist's career.

It is anticipated that the Committee will meet at the College four to five times a year, with business also carried out by e-mail.

Confidentiality Sub-Committee

The remit of this committee will include:

- development and review of the College's good practice guidance on *Confidentiality and Information Sharing* (CR133);
- advising the SCPGE and the Central Executive Committee on medical confidentiality and patient privacy and medical confidentiality;
- providing advice to members;
- considering relevant consultation documents.

It is anticipated that the Committee will meet at the College three to four times a year, with business also carried out by e-mail, including consultation with individual members according to their expertise.

Members with interest and expertise in ethics or confidentiality who wish to apply for membership or chairmanship of the Ethics or Confidentiality Sub-Committees are invited to write to Vanessa Cameron, Chief Executive by *Monday 22 May 2006*, enclosing a copy of their CV. Interviews will be held at the College on *Thursday 1 June 2006*.

Members will be asked to confirm that they have discussed their application and the time commitment involved with their employing authority and that this would be supported should their application be successful.