Member Organisations Checklist

You may wish to use this checklist when supporting your members with their application.

However, we would like to again stress that proof reading, editing and critique of individual applications is not permitted. **The application must be the applicant's own work.**

Please encourage all your members to read the ACCIA guidance carefully before they begin writing their application.

Checklist

☐ Has all evidence been dated?

☐ Has the applicant ensured that their job plan is clear, setting out their role description and the expected deliverables from their paid role?

☐ Have they included dated evidence from within the last 5 years only?

☐ Have they described the outputs and impacts on the NHS of their national and/or international work?

☐ Have they described the wider uptake of innovative work and research and how it has changed practice more widely?

☐ Have they included comparative benchmarking of applicant outputs against national or society standards? *

☐ Has the applicant ensured that all acronyms and abbreviations are explained or spelled out in full on first use?

☐ Has the applicant clearly explained if they have received any other payments for work that is relevant to their application?

☐ Has the applicant avoided including evidence that is, or contains:

X Entirely narrative or alternatively only an activity 'list', without detailing impacts or tangible output

X Undated, or evidence that is over 5 years old or pre-dating receipt of a prior national award

X Exclusively locally focused unless showing wider cascade and impact outside the locality or role remit

X Internationally based, without explanation of direct benefit to NHS reputation or the wider UK health economy

X Acronyms or abbreviations that are unexplained

* Member organisations are encouraged to provide access to their own quality metrics and benchmarks where available for use by applicants if relevant, to the application