#### CONSULTANTS DISCRETIONARY POINTS

**GUIDANCE NOTES ON COMPLETION OF APPLICATION FORM**

1. The Statement of Case is in **Section 5** of the new form and each scoring box now has a character **limit** depending on the number of points available for that section. The number of characters available for each box is indicated under the bottom right hand corner of the box.
2. **The information given should relate only to the period since your last Discretionary Point was awarded, as a consultant.** Please ensure that specific time periods and dates are used for work / tasks undertaken in the written submissions.

If you are applying for the **first time** or you have not been successful in being awarded points previously you may include evidence from the date you were appointed to the Consultant grade.

1. **Section 5, 14 (a) will be worth 16 points; and sections (b) to (i) are worth 4 points each for a total of 48 Points.**

**4.1 How to apply:**

Applicants will be given six weeks (extended by two weeks this year to take account of the school holiday period) from the date of the invite letter to return their completed application form.

Please note that the application form is now a web based document. Eligible Consultants will receive an email which will contain a **private link** to the application form. This year when an applicant clicks on the link the Webpropol System will pre-populate your application form automatically with the following information:

* Payroll Number
* Sector/Directorate
* Job Title
* Date of Last Award
* Unique Identifying Number

The invite email you will receive will contain the above information apart from your payroll number. Please note that applicants will not see the above information as this will remain ‘hidden’ within the form. This information will be included in the application form received by the panel. If you think any of the information in your invite email is wrong please contact the Discretionary Points mailbox.

Applicants will thus only complete Sections 1-5 of the application form. An example of the application form is in Appendix 1.

Please note that as each eligible Consultant will receive their own private link thus links are **not** transferable. If you have not received an email inviting you to apply and you think you meet the eligibility criteria please contact the Discretionary Points team using the email address above.

**4.2 Navigating within the Form**

### Clicking on the Private Link will present you with the Form. (Hyperlink to Appendix 1)

### To move between pages click on the ‘Previous’ and ‘Next’ boxes at the bottom of the page.

* 1. Please note that completion of all boxes in Section 1 marked with an asterix are mandatory and the form will not allow you to move to the next page until they have been completed.
	2. After completing Section 5 please remember to read the checklist and then click ‘Submit’. Applicants are advised to save their form using the ‘save and continue’ before they submit their application.
	3. Once you submit your form you will receive an email confirming the receipt of your application. If you do not receive an acknowledgement of receipt email please contact the Discretionary Points mailbox using the email address above.
	4. Once you have submitted your form you will be given the opportunity to save your form in PDF or Word format and you will also be able to send your form to your email address.
	5. Please then click the box labelled ‘Finish’ to exit the form.

**4.3 How to save a form pre submission:**

### Click on the box ‘Save and Continue later’ which is located at the bottom left of the form,

* Insert the email address you wish the link to your saved form to be sent to.
* Click Send
* A link to the saved form will then be sent to the email address you provided above.

**4.3 How to continue completing an existing form**

* Click on the link in the email sent to you above
* You will then be taken to your form.

**4.4** **Equality Monitoring Form**

Please note that applicants **must** submit the ‘Equality Monitoring Form’ as it is part of the application process. Applicants do have the option of choosing which questions they wish to answer within the form.

When you click on your private link, Webropol will pre-populate your equality monitoring form with your unique identifying number. This unique identifying number will enable Webropol to analyse the success rate of all applicants including those from protected groups. The Board will then use this analysis toidentify if there is any bias within the current Discretionary Points process.

**5**. **Closing Date**

 The closing date for the 2022 process is 5pm on Friday 21 July 2023.

**6**. **Allocation of Points**:

The allocation of discretionary points will be based entirely on the information provided in Section 5 of the application form. If information is not included, it cannot be used in the assessment. Please DO NOT submit any other letters, documents, CVs, abstracts.

**Please ensure that your Form is anonymized and that any Hyperlinks are removed. Failure to do so will mean your application form will be disqualified.**

**7**. **Academic References and Publications**

In section 5 there is a specified box for applicants to list references to audit and research publications.

References should include only names of authors\*, title of audit/research undertaken, date completed/published and name of publication (where appropriate). \*Please remove any reference to your name to preserve the anonymity of your application. Applicants should categorise their contribution instead e.g. Lead Author, Joint Author etc. **Applicants who fail to anonymise their bibliography will have their application disqualified.**

**It is recommended that applicants completely remove their names from text instead of simply blacking their name out as this type of formatting will be removed when text is inserted from a word document.**

**8.** Abbreviations**:** If using abbreviations only do so, once the abbreviation has been

 explained in full first, e.g. Corporate Management Team (CMT)

**9**. Canvassing**:** Canvassing the DPC Members will disqualify the applicant.

**10.** Statements must be accurate and wherever possible should be quantified and

 verifiable. Vague platitudes will not count. To clarify the criteria in NHS Circular PCS

 (DD) 1995/6, as amended by the SEHD in its letter to organisations dated 12 January

 2000 for consultants.

 In summary, give as much information as you can, with dates (the calendar year will do)

 and, where appropriate, some quantification of the time involved.

**11**. Assessment Process**:** The Secretary to the DPC (non-scoring) will aggregate the

 scores. The aggregate scores will then be used to assist the panel in awarding the

 discretionary points. The awarding process will also take account of the other factors

 within the Statement of Case Statement of Case will be anonymised and identified by

 Payroll number only.

**12**. In Section 4 of the new Form Applicants are asked to provide a breakdown of their

 current job plan plus a brief description of the duties undertaken. This

 will allow the panel to manage expectations in terms of research, audit and teaching

 where a consultant has minimal SPA time to undertake these roles compared to a

 consultant on the maximum allowance.

1. **Applications will be considered within the following groupings:-**
2. **Acute Specialties**

By Sector or Directorate – each clinical directorate/specialty will be represented combined with a representative from each site, nominated from the Medical Staff Association.

South Sector (Acute)

North Sector (Acute)

Clyde Sector (Acute)

Women & Children’s Directorate

Regional Services Directorate (including Oral Health)

Diagnostic Directorate

1. **Partnerships**

The Partnerships Panel will assess applications from the following specialties.

Mental Health/Learning Disabilities/CAMHS/Addiction/Forensic/Public Health/ Sexual JealthGUM/YPD/Family Planning/Occupational Health.

C. When you complete the online application form please insert the

 Sector/Directorate stated in your invite email that you received.

 For example:

 *Dear Dr*

#####  ***Re: Application for Discretionary Point(s), - Regional Services***

In the above example the applicant would select - Regional Services from the drop down menu. Please note that the Sector/Directorate identified for each applicant in the invite email is based on which budget and applicant’s salary is paid under not which site they are based.

If an applicant is not sure if the Sector/Directorate information in their invite email is correct they should contact the Discretionary Points mailbox.

14. The allocation of points should reflect the different specialties. There will be some

 flexibility for the panel in the allocation of points if it is felt that there are exceptional

 circumstances.