#### CONSULTANTS DISCRETIONARY POINTS

**GUIDANCE NOTES ON COMPLETION OF STATEMENT OF CASE**

a) The allocation of discretionary points will be based entirely on the information provided in your Statement of Case. If information is not included, it cannot be used in the assessment**. The information given should relate only to the period since last Discretionary Point awarded, as a consultant.** Please ensure that specific time periods and dates are used for work / tasks undertaken in the written submissions.

**Section 1 will be worth 16 points; 2-9 worth 4 points each, total 48 points**

b) The Statement of Case should accurately reflect the applicant’s activities and be independently verifiable as required.

c) The form should be downloaded from HR Connect (under Policies and Staff Governance>Medical and Dental Policies>Discretionary points) or by using the following link:-

 <http://www.nhsggc.org.uk/working-with-us/hr-connect/policies-and-staff-governance/medical-and-dental-policies/discretionary-points/>

 If you are unable to download the form please contact your local HR team and they will e-mail a copy to you.

Please note this is a ‘fillable form’ which is fixed in length. The form cannot be expanded in length and each box is set in size. The font size has also been set to the required format, Arial Narrow 11. **Please do not alter the font size otherwise your application will be disqualified**

d) Only the Board Statement of Case form may be used – forms which differ from the Board form will not be accepted.

f) Applications can be electronic and will be receipted to the return address on the invitation letter.

g) The only information which will be considered by the committee is the completed Statement of Case. Please DO NOT submit any other letters, documents, CVs, abstracts with exception of a list of 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 do not anonymise their bibliography will have their application disqualified.**

1. If using abbreviations only do so, once the abbreviation has been explained in full

first e.g. Corporate Management Team (CMT)

i) Canvassing the DPC Members will disqualify the applicant.

j) 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, an example of the type of information requested has been included in the document ‘Example Statement of Case’.

k) 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.

l) 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.

M) Applicants are asked to record the number of Supporting Professional Activities (SPAs) contained in 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.

**Applications will be considered within 3 broad groupings:-**

1. **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

North Sector

South Clyde

Women & Children’s Directorate

Regional Services Directorate

Diagnostic Directorate

1. **Non Acute Specialties**

Partnerships, Mental Health/Learning Disabilities/CAMHS/Addiction/Forensic/Public health/GUM/YPD/Family Planning/Occupational Health

1. **Oral Health Directorate**

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