#### 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 Part B of your application form. 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 application form which is in two parts, Part A and Part B can 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/>

**Please complete both Parts of the Form. Please note that Part B 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.**

c) Completed applications should be returned to [DiscretionaryPoints@ggc.scot.nhs.uk](mailto:DiscretionaryPoints@ggc.scot.nhs.uk) and will be automatically receipted. **The closing date for the 2020 process is 5pm on Wednesday 11 November 2020**.

d) The only information which will be considered by the committee is Part B of the completed application. 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 fail to 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)

f) Canvassing the DPC Members will disqualify the applicant.

g) 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’.

h) 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.

i) 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.

j) 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

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