#### 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 **words limit** depending on the number of points available for that section. The number of words 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 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.
3. **Section 5 (a) will be worth 16 points; 5 (b) to 5 (i) worth 4 points each, total 48 Points.**

The application form can now 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/](http://www.nhsggc.org.uk/working-with-us/hr-connect/policies-and-staff-%20%20%20%20%20%20%20%20%20%20%20%20%20%20governance/medical-and-dental-policies/discretionary-points/)

**4.1 How to apply:**

### Click on the link “ APPLY” on HR Connect

### Complete the form and click submit

### To save the form and continue at a later date please follow the steps below:

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

### Click save at the bottom of the form,

### In the “Save Your Progress Box” click on the link at the bottom of the box -

*“skip setting up a new account*”.

* Insert the email address you wish the link to your saved form to be sent to.
* Click Send Link
* 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 given the option of either continuing with your draft or starting a new form.
* Click on the Green box to continue with draft.
* Click on the blue box to discard and start over.

**4.4**. If applicants are having issues seeing everything they have written, the boxes can be

 enlarged in the browser by dragging the bottom right hand corner of the box. This will

 not alter the word count, but it should let you see more of what you have written in the

 box.

**5**. **Closing Date -** The closing date for the 2021 process is 5pm on Friday 1 October 2021

**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 with exception of a list of references to audit and research publications.

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

**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, an example of the type of information requested has been

 included in the document ‘Example Statement of Case’ in the Discretionary Points Policy

 (Appendix 4).

 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 3 broad groupings:-**

**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

**Non Acute Specialties**

1. 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