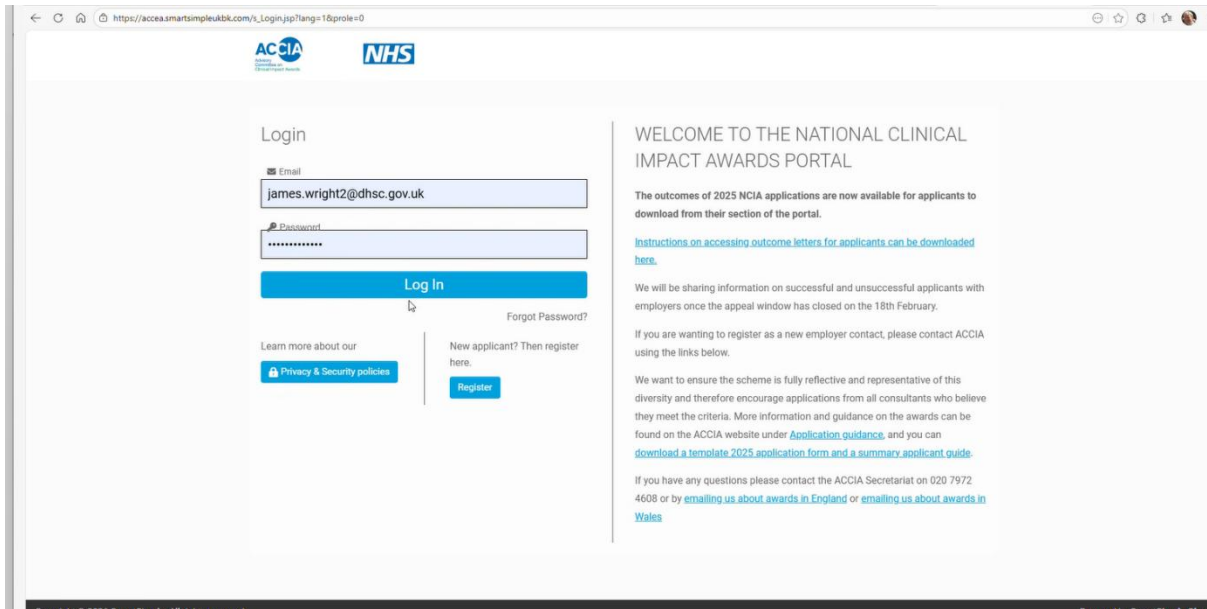


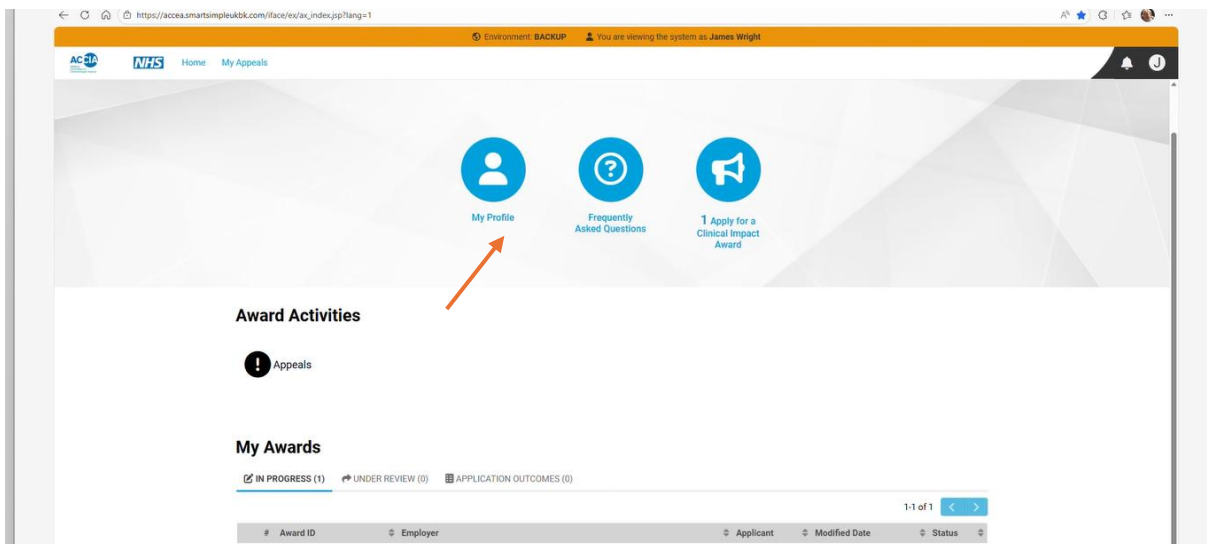
Clinical Impact Awards: How to Apply Guide

1. Register your account or log into your existing account.

https://awards.national-clinical-impact.nhs.uk/s_Login.jsp?lang=1&prole=0



2. Click on 'My Profile'



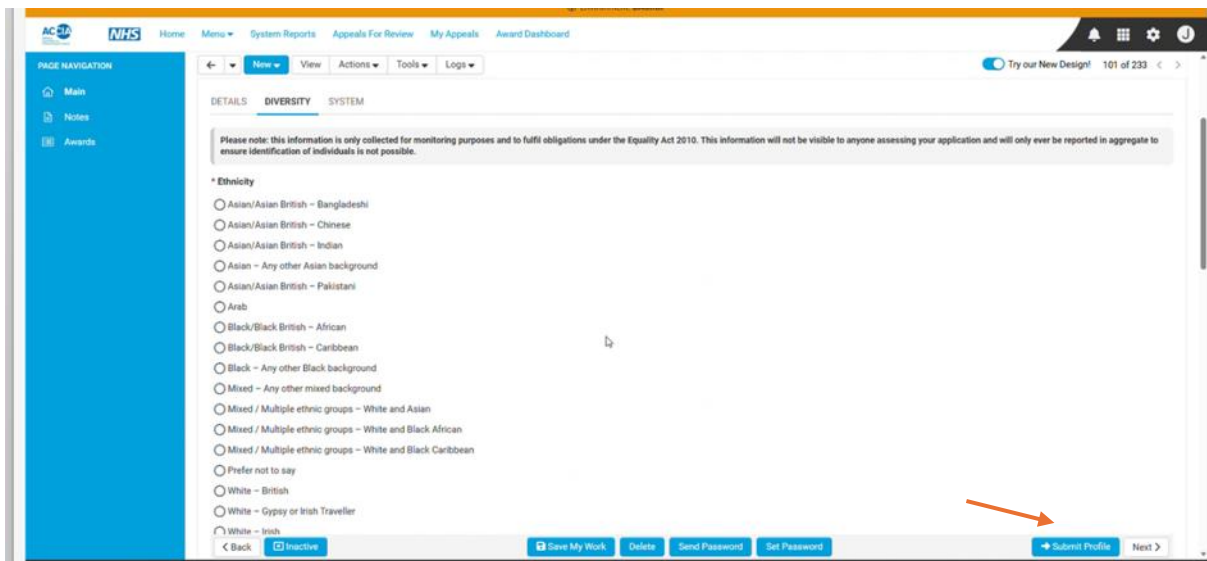
3. Create your profile and ensure the organisation you are registered under is correct. Clinical academics should register under the organisation where they hold an honorary contract.

The screenshot shows the ACCIA profile creation interface for James Wright. The page is titled "James Wright" and is for the organization "CAMBRIDGE UNIVERSITY HOSPITALS NHS FOUNDATION TRUST". The "DETAILS" tab is active, showing fields for Professional Title (dropdown), Forename (James), Middle Name, Surname (Wright), Email (jim.wright@dhsc.gov.uk), Secondary Email, Status (Draft), and Application organisation (CAMBRIDGE UNIVERSITY HOSPITALS NHS FOUR). A blue "Inactive" button is visible at the bottom left of the form area. At the bottom right, there are buttons for "Save My Work", "Delete", "Send Password", "Set Password", "Submit Profile", and "Next".

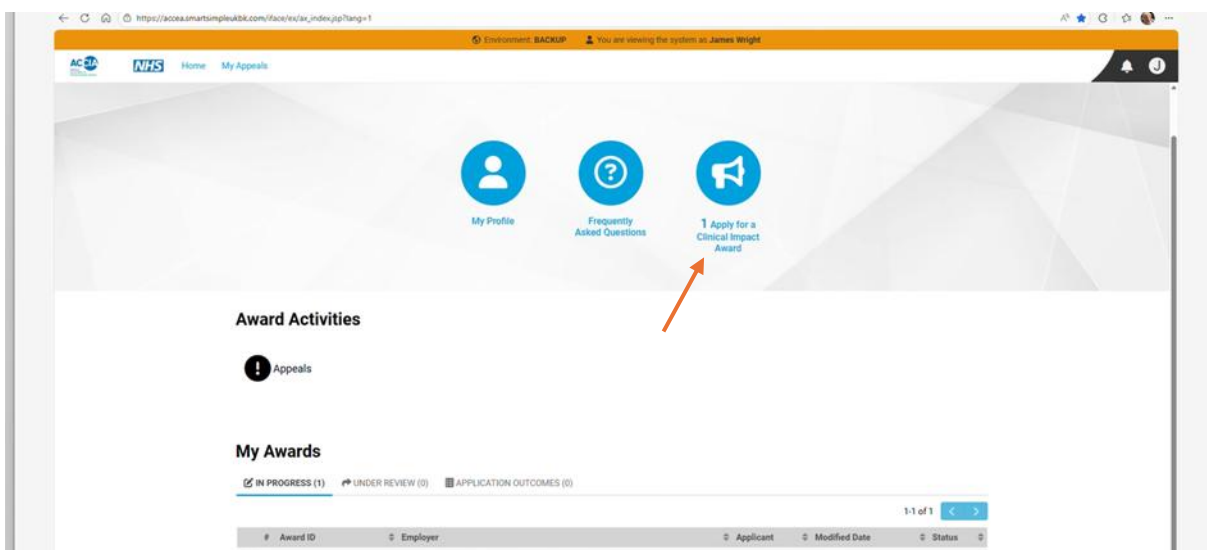
4. Completing the **diversity section** is optional. This information is collected by the ACCIA team to monitor applicant diversity and help improve the inclusivity of the scheme. It is **not shared with assessors**. We encourage applicants to complete it so our data is as accurate as possible.

The screenshot shows the "DIVERSITY" section of the ACCIA profile. A note states: "Please note: this information is only collected for monitoring purposes and to fulfil obligations under the Equality Act 2010. This information will not be visible to anyone assessing your application and will only ever be reported in aggregate to ensure identification of individuals is not possible." Below this, the "Ethnicity" section contains a list of radio button options: Asian/Asian British - Bangladeshi, Asian/Asian British - Chinese, Asian/Asian British - Indian, Asian - Any other Asian background, Asian/Asian British - Pakistani, Arab, Black/Black British - African, Black/Black British - Caribbean, Black - Any other Black background, Mixed - Any other mixed background, Mixed / Multiple ethnic groups - White and Asian, Mixed / Multiple ethnic groups - White and Black African, Mixed / Multiple ethnic groups - White and Black Caribbean, Prefer not to say, White - British, White - Gypsy or Irish Traveller, and White - Irish. At the bottom, there are buttons for "Back", "Inactive", "Save My Work", "Delete", "Send Password", "Set Password", "Submit Profile", and "Next".

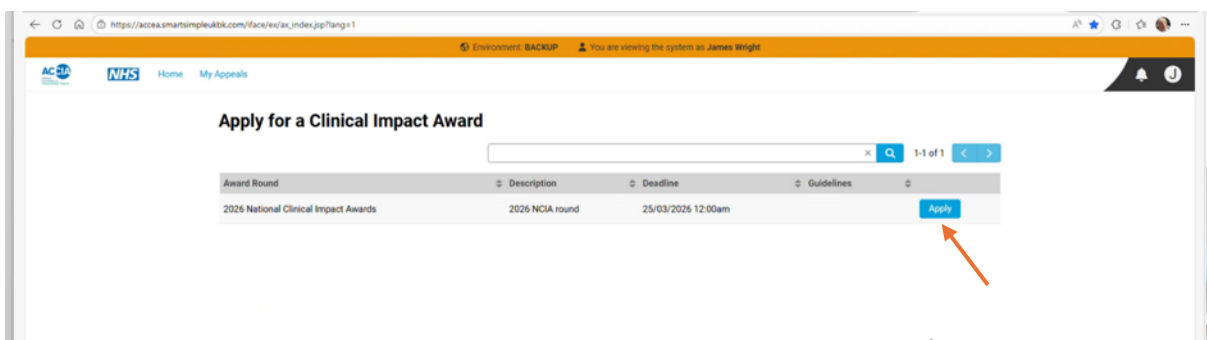
5. Once you are finished click on **“Submit Profile”**.



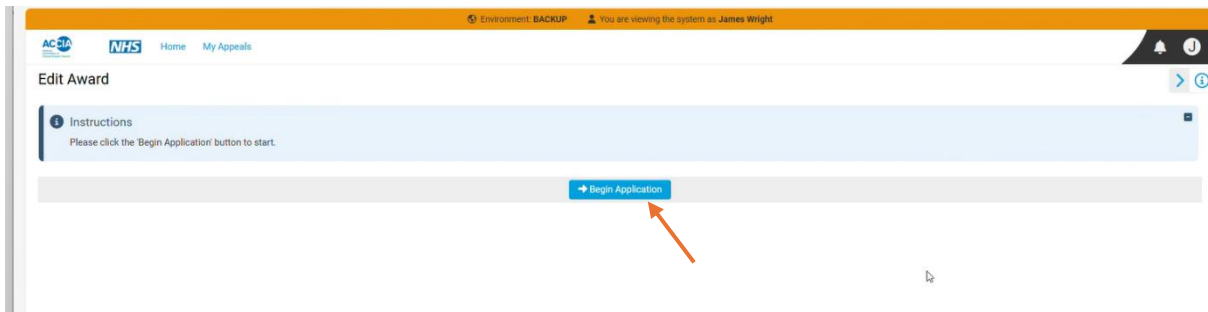
6. On the main page, click on **‘Apply for a Clinical Impact Award’**



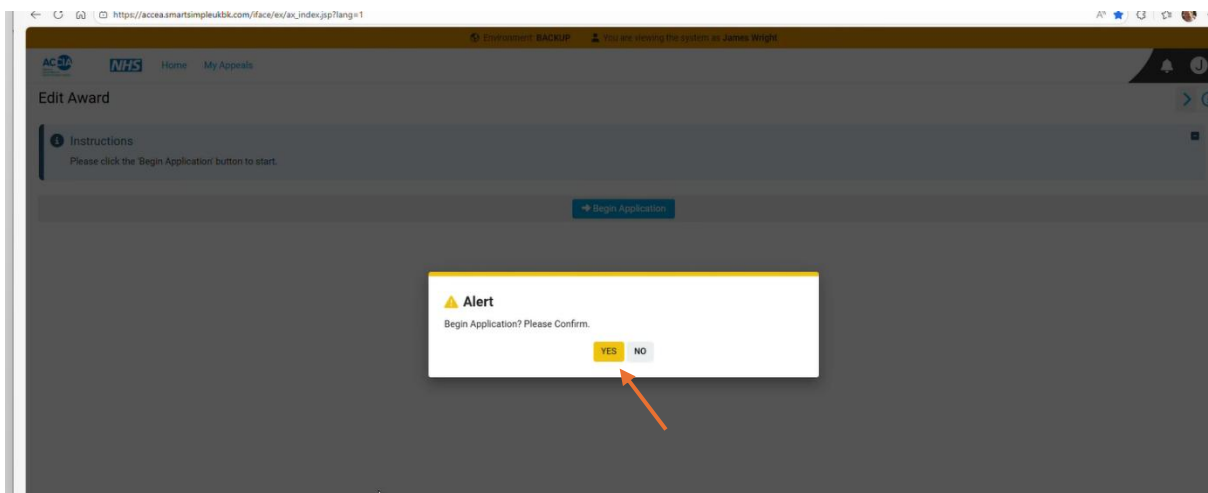
7. Click on **‘Apply’**



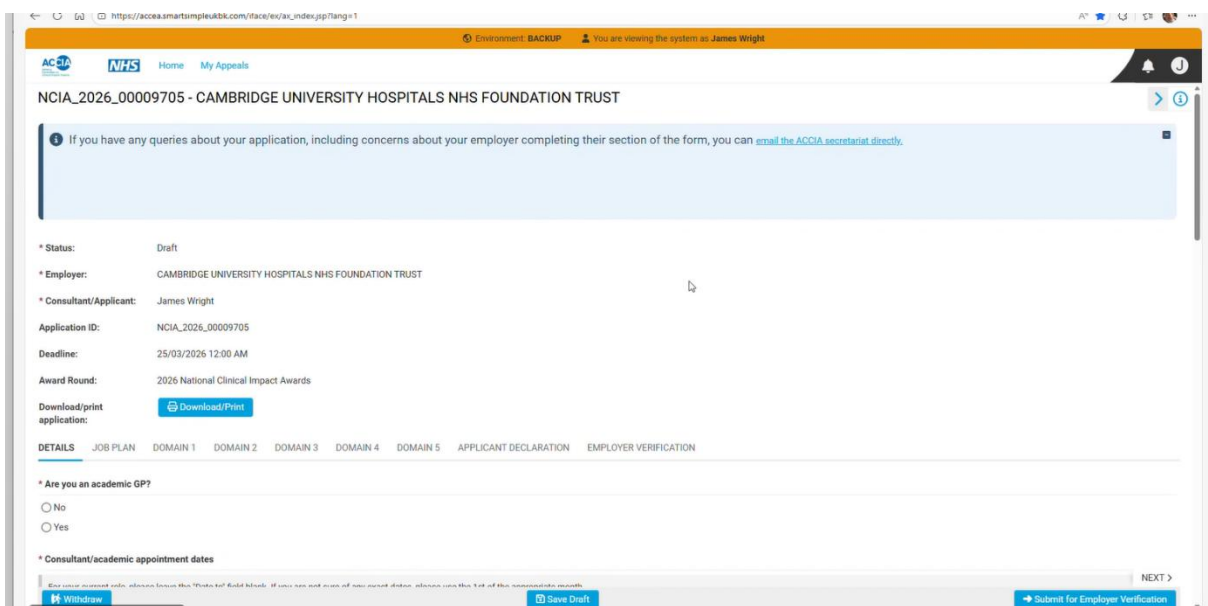
8. Click on 'Begin Application'



9. Click on 'Yes'



10. Fill out the 'Details' section. You can add rows by clicking on the blue plus side.



* Consultant/academic appointment dates

For your current role, please leave the 'Date to' field blank. If you are not sure of any exact dates, please use the 1st of the appropriate month.

Organisation	Post title	Date from	Date to
		dd/mm/yyyy	dd/mm/yyyy

+ Add new

* Postgraduate qualifications

If you are not sure of any exact dates, please use the 1st of the appropriate month.

Year	Institution	Qualification

+ Add new

* Consultant/academic appointment dates

For your current role, please leave the 'Date to' field blank. If you are not sure of any exact dates, please use the 1st of the appropriate month.

Organisation	Post title	Date from	Date to
		dd/mm/yyyy	dd/mm/yyyy

+ Add new

* Postgraduate qualifications

11. The personal statement is optional but can influence assessors. Successful applicants' statements are published, though you can withhold permission.

- There is a character limit in each text box.
- Clicking out of a text box automatically saves your entry. You can also save your progress anytime by clicking **'Save Draft'**.

Click **'Next'** when you have completed section.

Environment: BACKUP You are viewing the system as James Wright

ACB NHS Home My Appeals

NCIA_2026_00009705 - CAMBRIDGE UNIVERSITY HOSPITALS NHS FOUNDATION TRUST

DETAILS JOB PLAN DOMAIN 1 DOMAIN 2 DOMAIN 3 DOMAIN 4 DOMAIN 5 APPLICANT DECLARATION EMPLOYER VERIFICATION

Select One

* Are you fully registered with the GMC and/or GDC with a licence to practise?

Yes

No

Personal Statement

Please give up to four examples that demonstrate your achievements. These should be from within the last five years, or since your last award (if relevant).

Personal statement example 1

300 characters left

Personal statement example 2

300 characters left

Personal statement example 3

300 characters left

Withdraw Save Draft Submit for Employer Verification NEXT >

Wright, James

Personal Statement

Please give up to four examples that demonstrate your achievements. These should be from within the last five years, or since your last award (if relevant).

Personal statement example 1

283 characters left

Personal statement example 2

Environment: BACKUP You are viewing the system as James Wright

ACSB NHS Home My Appeals

NCIA_2026_00009705 - CAMBRIDGE UNIVERSITY HOSPITALS NHS FOUNDATION TRUST

DETAILS JOB PLAN DOMAIN 1 DOMAIN 2 DOMAIN 3 DOMAIN 4 DOMAIN 5 APPLICANT DECLARATION **Field saved** VERIFICATION

Yes
 No

Personal Statement
Please give up to four examples that demonstrate your achievements. These should be from within the last five years, or since your last award (if relevant).

Personal statement example 1
I have worked on many
279 characters left

Personal statement example 2
300 characters left

Personal statement example 3
300 characters left

Personal statement example 4
300 characters left

Withdraw Save Draft Submit for Employer Verification NEXT >

Wright, James

12. Fill out the 'Job Plan' section. If you're unsure what information a question is asking for, click the 'grey question mark icon' for additional guidance.

Environment: BACKUP You are viewing the system as James Wright


ACSB NHS Home My Appeals

NCIA_2026_00009705 - CAMBRIDGE UNIVERSITY HOSPITALS NHS FOUNDATION TRUST


appreciations:

DETAILS **JOB PLAN** DOMAIN 1 DOMAIN 2 DOMAIN 3 DOMAIN 4 DOMAIN 5 APPLICANT DECLARATION EMPLOYER VERIFICATION


State the number of the following, as they appear in your current agreed job plan:

* Direct clinical care (DCC) duties including on-call work:
5.50  Round PA numbers up or down to two decimal points

Current activity details for DCC PAs
250 characters left

* Dedicated academic or research PAs:
Enter a value 

Current activity details for academic or research PAs
250 characters left

* Supporting Professional Activities (SPAs):
Enter a value 

Current activity details for SPA PAs
< BACK

Withdraw Save Draft Submit for Employer Verification NEXT >

Wright, James

14:03 17/03/2026

13. If you have any extenuating circumstances, include them in the ‘Job Plan’ section under the text box titled ‘Significant changes in your job plan over the last 5 years’. Click ‘Next’ when you have completed section.

The screenshot shows the 'JOB PLAN' section of the application form. The current activity details for APA PAs are empty, with 250 characters left. Below this is a text box titled 'Significant changes in your job plan over the last 5 years' with 912 characters left. A blue highlight is present over the text box. Below this is another text box titled 'Please provide a summary of any unremunerated activities or sessions' with 500 characters left. At the bottom right, an orange arrow points to the 'NEXT >' button.

14. Complete the ‘Domain 1’ section and click ‘Next’. Include evidence that shows **impact beyond your job plan** and avoid repeating information or including unrelated activity. For more guidance, see the **2026 Guidance Document** and **Do’s and Don’ts Document**.

The screenshot shows the 'DOMAIN 1' section of the application form. The deadline is 25/03/2026 12:00 AM and the award round is 2026 National Clinical Impact Awards. The 'Service Domain' section is active, with 2000 characters left. The text box contains the following text: 'Delivering and developing a high-quality service. In this section, give dated, benchmarked evidence of what you have achieved in relation to: providing and developing a safe service with measurable, effective clinical outcomes, based on delivery of high technical and clinical standards of service that provide a good experience for patients. To gain a higher score you will need to show how you have cascaded your practice more widely to colleagues who have then implemented improvements based on your experience; consistently looking for, and introducing, ways to improve your service, sharing the learning and seeing it embedded in wider NHS or national or international practice. For further information see the Applicant's Guide. N.B. Character count includes spaces & carriage returns'. At the bottom right, an orange arrow points to the 'NEXT >' button.

15. Complete the 'Domain 2' section and click 'Next'. Include evidence that shows **impact beyond your job plan** and avoid repeating information or including unrelated activity. For more guidance, see the **2026 Guidance Document** and **Do's and Don'ts Document**.

The screenshot shows the 'Domain 2' section of the application form. The page title is 'NCIA_2026_00009705 - CAMBRIDGE UNIVERSITY HOSPITALS NHS FOUNDATION TRUST'. The deadline is '25/03/2026 12:00 AM' and the award round is '2026 National Clinical Impact Awards'. The navigation tabs include 'DETAILS', 'JOB PLAN', 'DOMAIN 1', 'DOMAIN 2' (selected), 'DOMAIN 3', 'DOMAIN 4', 'DOMAIN 5', 'APPLICANT DECLARATION', and 'EMPLOYER VERIFICATION'. The 'Leadership Domain' section is active, with a heading 'Leadership' and a sub-heading 'In this section, show how you made a significant personal contribution within the last 5 years in leading and developing a service, health policy or guidelines, with national or international impact.' Below this is a list of bullet points: 'your effective leadership techniques and processes', 'change management programmes or service innovations you have led', 'excellent leadership in developing and providing preventative medicine', 'any ambassador or change champion roles', 'how you developed a clear, shared vision and desire for change in others', 'how you helped staff into senior leadership roles by removing barriers, encouraging diversity and achieving equality and inclusion outcomes', 'how you contributed to developing patient-focused services in your area', 'national impact through personal work and influence through any committee chairing or membership', and 'where you took personal leadership for clinical governance'. At the bottom right, an orange arrow points to the 'NEXT' button.

16. Complete the 'Domain 3' section and click 'Next'. Include evidence that shows **impact beyond your job plan** and avoid repeating information or including unrelated activity. For more guidance, see the **2026 Guidance Document** and **Do's and Don'ts Document**.

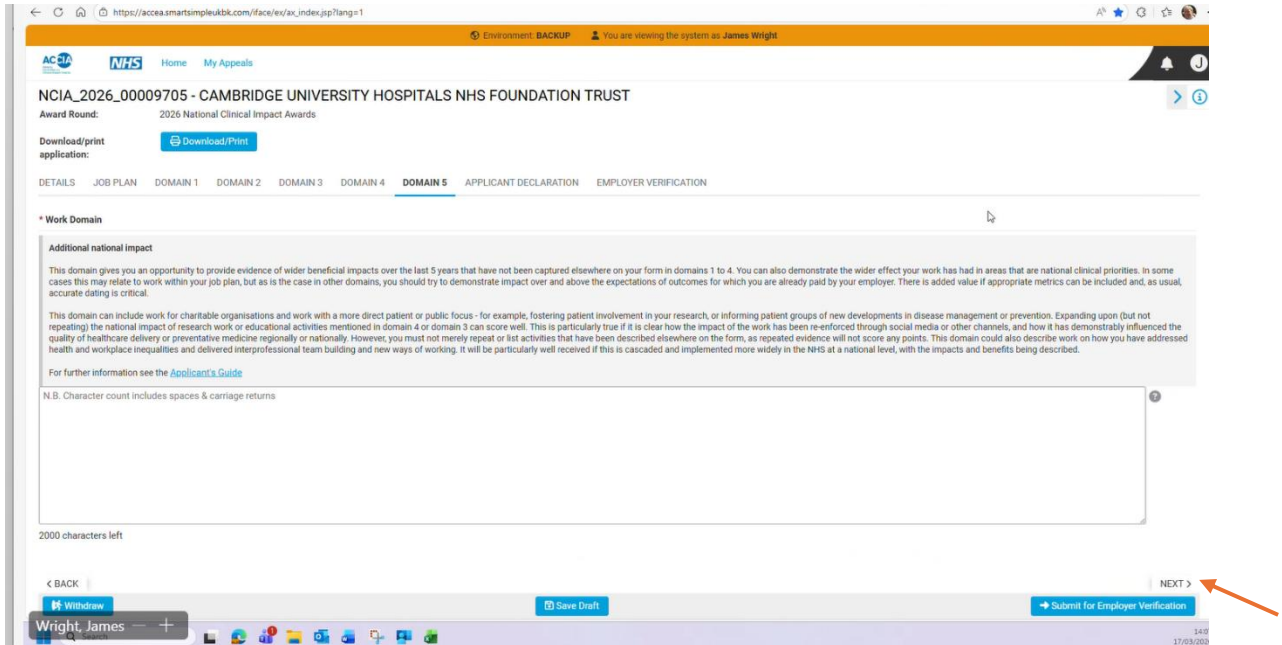
The screenshot shows the 'Domain 3' section of the application form. The page title is 'NCIA_2026_00009705 - CAMBRIDGE UNIVERSITY HOSPITALS NHS FOUNDATION TRUST'. The deadline is '25/03/2026 12:00 AM' and the award round is '2026 National Clinical Impact Awards'. The navigation tabs include 'DETAILS', 'JOB PLAN', 'DOMAIN 1', 'DOMAIN 2', 'DOMAIN 3' (selected), 'DOMAIN 4', 'DOMAIN 5', 'APPLICANT DECLARATION', and 'EMPLOYER VERIFICATION'. The 'Development Domain' section is active, with a heading 'Education, training and people development' and a sub-heading 'In this section, give evidence to show your contribution over the last 5 years to wider education and training across the professions and to patients. Make it clear if any training or lecturing is externally or separately remunerated.' Below this is a list of bullet points: 'Teaching', 'Leadership and innovation in training', 'Educating and informing patients and the public', 'College or university success in teaching audits', 'Personal commitment to developing your teaching skills', and 'Unexpected or non-mainstream contributions'. At the bottom right, an orange arrow points to the 'NEXT' button.

17. Complete the 'Domain 4' section and click 'Next'. Assessors will not look at any external sources, such as URLs or reference links, so do not include them. When presenting publications, **only list where you are an author** on the paper and ensure this is clear in the application. For more guidance, see the **2026 Guidance Document** and **Do's and Don'ts Document**.

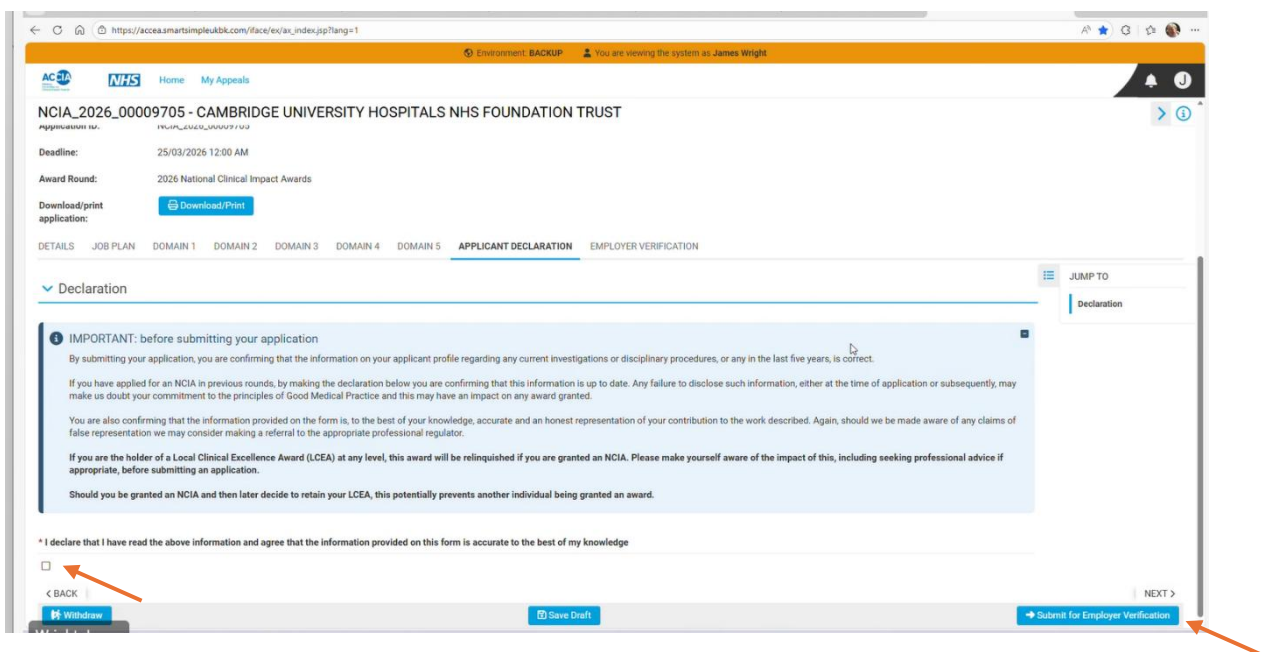
The screenshot shows the 'Domain 4' section of the application form. The page title is 'NCIA_2026_00009705 - CAMBRIDGE UNIVERSITY HOSPITALS NHS FOUNDATION TRUST'. The deadline is '25/03/2026 12:00 AM'. The award round is '2026 National Clinical Impact Awards'. The section is titled 'Innovation and Research Domain' and contains instructions on what to include in this section, such as evidence of innovation and its impact. A text area for input is visible with a character count of '2000 characters left'. Navigation buttons include 'Withdraw', 'Save Draft', and 'Submit for Employer Verification'. A 'JUMP TO' sidebar on the right lists 'Significant Publications' from 1 to 10.

The screenshot shows the 'Significant Publications' section of the application form. The page title is 'NCIA_2026_00009705 - CAMBRIDGE UNIVERSITY HOSPITALS NHS FOUNDATION TRUST'. The section is titled 'Significant Publications' and contains a list of publications to be reviewed. The first publication is expanded, showing fields for 'Title of publication', 'Authors/contributors', 'Name or place of publication', and 'Year, volume & page numbers (as relevant)'. A text area for 'Evidence of impact for this publication' is also visible with a character count of '200 characters left'. Navigation buttons include 'Withdraw', 'Save Draft', and 'Submit for Employer Verification'. A 'JUMP TO' sidebar on the right lists 'Significant Publications' from 1 to 10. An orange arrow points to the 'NEXT >' button at the bottom right of the page.

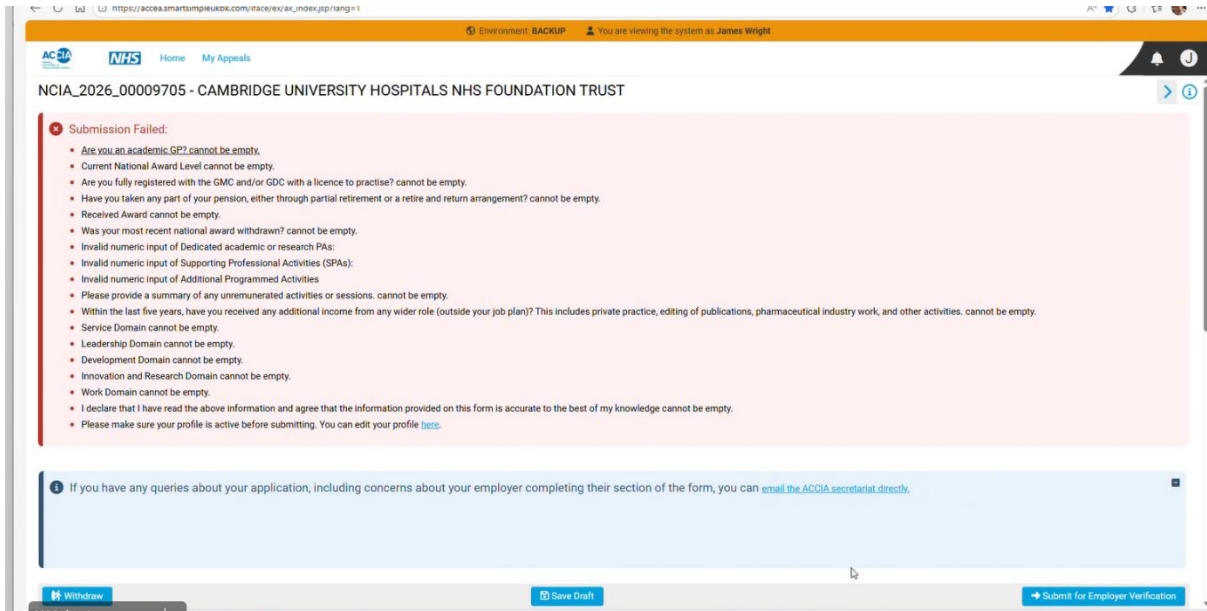
18. Complete the ‘Domain 5’ section and click ‘Next’. Include evidence that shows **impact beyond your job plan** and avoid repeating information or including unrelated activity. For more guidance, see the **2026 Guidance Document** and **Do’s and Don’ts Document**.



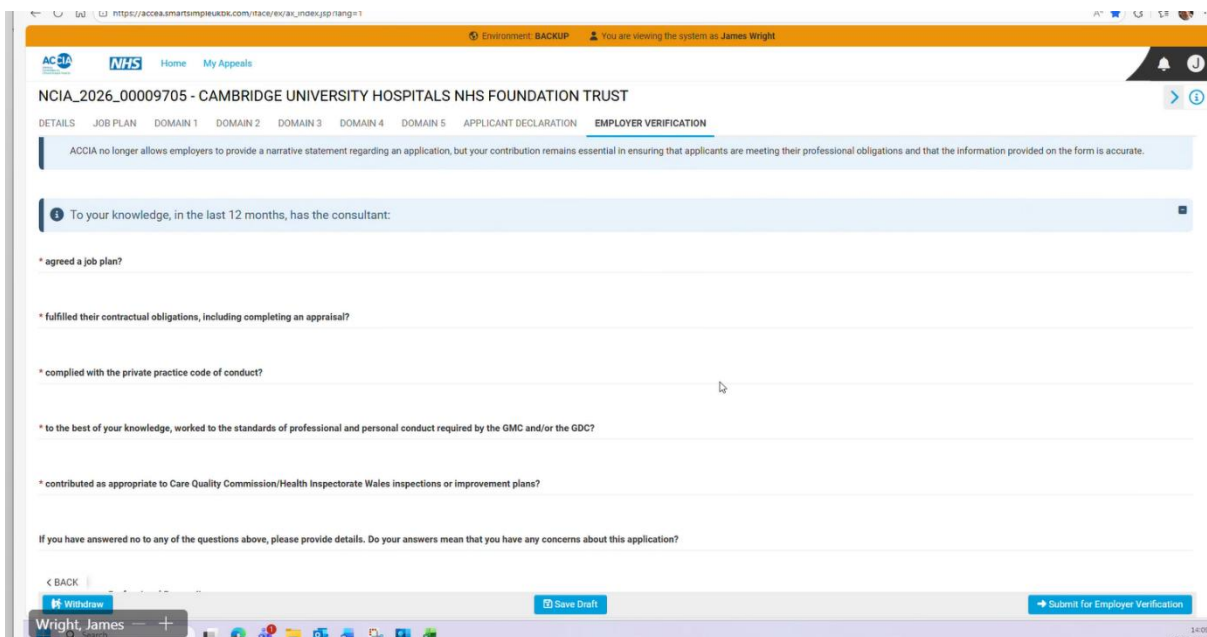
19. Tick the box to confirm your application is accurate, then click ‘Submit for employer verification’. Let your employer know you are applying and give them a heads-up to verify your application. They will receive a notification once submitted, and the system will send reminders, but it’s still helpful to discuss it with them directly.



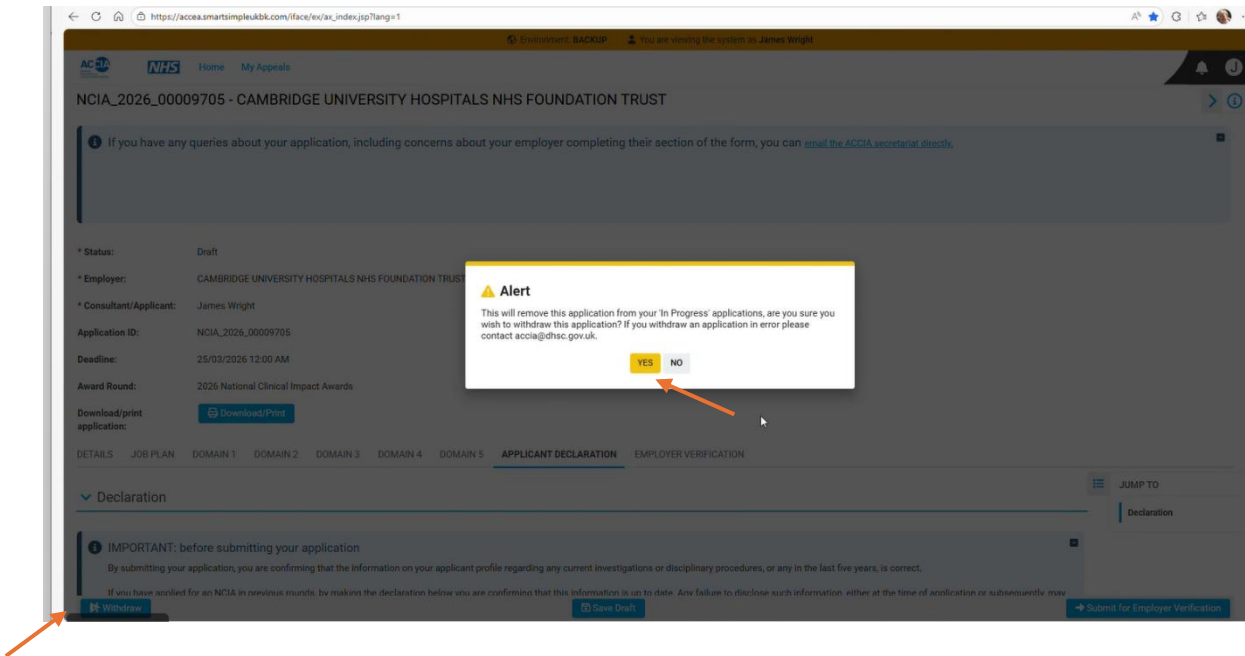
20. If you see a **'Submission failed'** message, it means some compulsory sections are incomplete. Go back and fill the sections indicated before submitting. Make sure you provide an answer for every domain, as assessors score all domains.



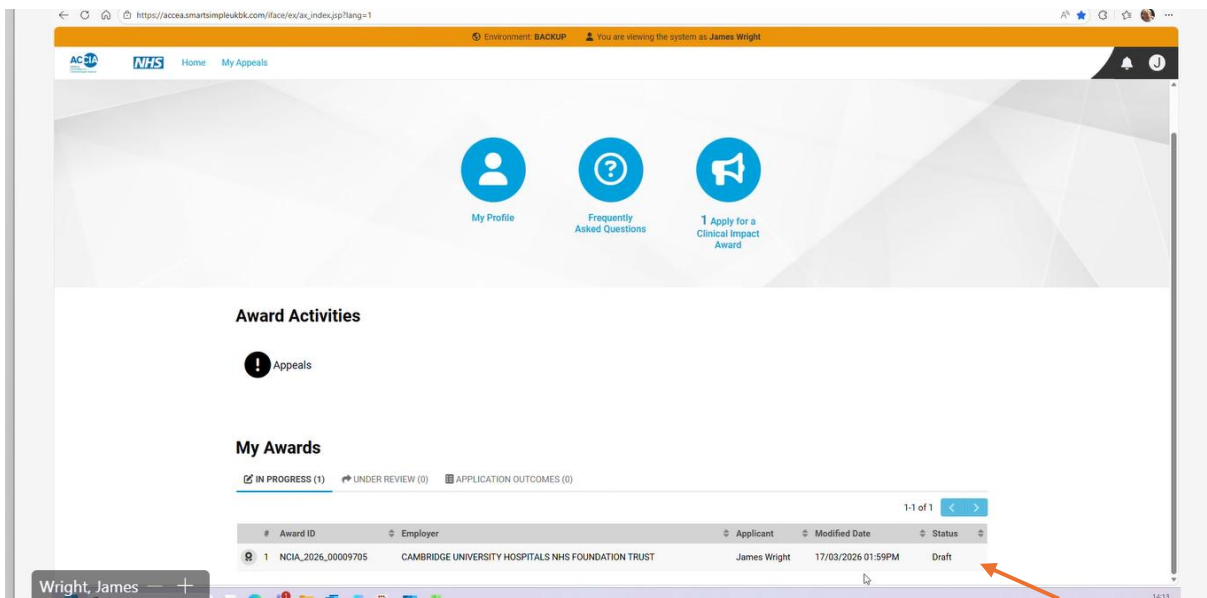
21. Your employer only needs to sign off your application; you do not need their permission to apply. Once they have verified it, you will receive an email. You can then review the employer section and, if you are happy, submit your application. You will receive a confirmation email once it has been submitted.



22. To withdraw your application, click the **'Withdraw'** button and select **'Yes'** on the confirmation alert. If you withdraw by mistake, contact the ACCIA team to restore your application.



23. Your progress is automatically saved as a draft on the home page. You don't need to start a new application each time you want to add to it.



24. If you have any questions, please first check the 'Frequently Asked Questions' on the main page. If your query is not covered there, you can contact the ACCIA team via email.

