

## BASHH Top Tips - 2025

### National Clinical Impact Award Application Form

1. Read the guidance and instructions from ACCIA. Then re-read them.
2. Register early on the ACCIA portal and make sure your log in is working.
3. Ensure that your employer is aware that you plan to apply as they will need to sign off your application and they will need time to do this before the deadline.
4. Writing a strong and compelling application form takes time. So write down and collect any examples of achievements and undertakings that you think might be useful for a future submission and save this in a Word file. This can be a useful 'aide memoire' that can be reviewed and expanded when you are completing your form.
5. Outline your activities clearly in the Job Plan section and ensure the number of paid PAs is clear and that the sum of the total PAs is stated. Include and describe any additional paid and unpaid work.
6. Check all abbreviations are expanded as acronyms may not be clear to non-specialists.
7. Ensure your focus is on IMPACTS and OUTCOMES rather than activities, inputs and processes.
8. Provide objective evidence for achievements e.g. outcome data, audit and governance information, quality assurance, personal feedback, accolades and awards.
9. Ensure evidence is national and not purely local and be clear how the impact described is over and above the expectations of your job and how it has expanded beyond your locality.
10. Provide specific dates for all evidence and make this clear. They should relate to activity within the last 5 years or since the last award if this was more recent.
11. Ensure you cover all domains adequately. For example, as an academic, you should demonstrate evidence of delivering as well as managing a high quality service and not simply focus on your research/education achievements. As a clinician, you should not just focus on your clinical work but also include evidence of training/teaching, innovation, as well as any audit/research. A one-sentence description that mentions 'participation in management' is likely to score 0 (i.e. no evidence provided).
12. You do not need to show that you have achieved over-and-above expected standards in all 5 domains - a lot will depend on the type and nature of your post and job role. Excellent local or regional impact can score well if it has been disseminated and had an expanded impact on the wider NHS. This is especially true when national and international impacts are directly linked.
13. Use speciality-specific quality and activity metrics for benchmarking. National benchmarks for our specialty could be considered from any of the following [BASHH](#)

[Standards for the Management of Sexually Transmitted Infections \(STIs\)](#), [BASHH Guidelines](#), [BHIVA Clinical Standards](#), [BHIVA Guidelines](#) and the [FSRH Standards and Guidance](#). There may be other benchmarks that you wish to refer to depending on the example of impact that you are demonstrating.

14. Assessors will not look at any external sources such as URLs so do not include them. Simply describe your work and its impact.
15. When presenting publications only list those where you are an author on the paper and ensure this is clear in the application.
16. Avoid repetition and do not duplicate achievements in several domains - it can look like unnecessary padding, unless it is justified and the project had multiple facets that clearly demonstrated improvements in those areas.
17. Use a spell checker or auto-summarise facility in MS Word to improve content before copying and pasting text into forms.
18. Read aloud what you have written and see if it makes sense.
19. Non-specialty assessors need to be reminded what the GUM/SRH/Sexual Health/HIV specialty does and why it is important - so judicious use of terms or phrases that reflect our core values/ethos can be useful. These include: management/control of STIs; HIV reduction/treatment/care; reducing stigma of STIs/HIV; screening; free and confidential access; reproductive health and choices; health inequalities; multiple deprivation; marginalised groups that may not be catered for elsewhere; young people; people from ethnic, gender or sexual minorities; sex workers; exploitation; prison; homeless and other inclusion populations; inreach/outreach; public health impact/intervention/prevention; community outlook; sustainable healthcare etc.

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