Appendix 5 - Shortlisting Guidance Notes

2019 NIHR Academic Clinical Fellowships

Introduction

The shortlisting assessments for NIHR ACF posts should be appropriate for appointment to the ACF in the specialty and at the training level advertised. Each application should be rated as either "Shortlisted" or 'Not Shortlisted' for interview to the particular Integrated Academic Training post.

Medical/Clinical experience: Select appropriate evidence of experience relevant to ACF post entry level						
Criteria	i) No evidence	ii) Minimum relevant clinical experience	iii) Average relevant clinical experience	iv) Above average relevant clinical experience	-	/3
Score	0	1	2	3		

Degree in a relevant subject area: Only score the highest degree awarded * BSc/BA/MSc/MRes or equivalent						
Criteria	i) No evidence	ii) 2-1 Intercalated Degree*	iii) 1st Intercalated Degree*	iv) Masters/MPhil/PhD/MD in a relevant subject area	-	/3
Score	0	1	2	3		

Prizes: Awarded appropriate prizes indicating excellence /potential excellence for ACF						
Criteria	i) No evidence	ii) One or two undergraduate/ post-graduate	iii) More than two undergraduate/ post-graduate	-	-	/2
Score	0	1	2			

Teaching experience: Score formal teaching role where evidenced or higher education teaching qualification such as a FHEA						
Criteria	i) No evidence	ii) Formal teaching role	iii) Any higher education teaching qualification	-	-	/2
Score	0	1	2			

Evidence of Scientific publications

Criteria	i) No evidence	ii) Good quality published abstract(s) as a co-author	iii) Several good quality published abstracts as a first author	iv) Publication(s) in a major journal as a co-author	v) Publication(s) in a major journal as a first-author	/4
Score	0	1	2	3	4	

Evidence of Scientific Presentations						
Criteria	i) No evidence	ii) Limited to local/regional levels	iii) National level	iv) International level	v) Several presentations at international level	/4
Score	0	1	2	3	4	

Language Skills and content of evidence: Assess the written English and how applicants link their experience to the post they are applying for						
Criteria	i) No evidence of competence in written English	ii) Competence in and reasonable use of written English	iii) Criteria ii) with some relevant evidence linked to the application	Clear and concise use of appropriate written English, providing relevant evidence throughout	-	/3
Score	0	1	2	3		

Academic experience: Rate a subjective assessment of academic experience balancing achievements with career stage. For example, an applicant currently in their FY2 year with the same quantifiable academic achievements (publications, prizes, degrees etc) as an applicant at ST3 level would score highly						
Criteria	i) No evidence of relevant academic experience	ii) Evidence of minimum relevant academic experience	iii) Evidence of average relevant academic experience	iv) Evidence of above average academic experience	-	/3
Score	0	1	2	3		

Academic potential: Rate a subjective assessment of academic potential balancing achievements with career stage.						
Criteria	i)No evidence of relevant academic potential	ii) Evidence weak	iii) Evidence limited	iv) Evidence ample	v) Evidence outstanding	/4
Score	0	1	2	3	4	

Shortlisting Outcome   **Total score =   /28**

Select:	Not Shortlisted for ACF Interview	Shortlisted for ACF Interview