Criteria for the RCOT Fellowship Award

The award of Fellowship is the highest honour the Royal College can bestow on one of its professional members in recognition of exceptional service and outstanding contribution to the profession during their career.

Criteria and requirements

a) The nominee for the award of Fellowship must be a member of at least ten years standing.

b) The nominee will be working or using their skills as an occupational therapist in: practice, education and/or research, or other scholarly activities in a national or international capacity.

c) The nominee will have made a consistent and outstanding contribution to the profession that has demonstrated a significant impact on occupational therapy practice, education and/or research. Examples may include:

- improved service delivery that has benefited service users and carers;
- advanced the way in which occupational therapists are educated;
- conducted research that has influenced the practice of occupational therapy at national (in this context national can mean UK-wide or within one of the four UK nations), or internationally; or
- raised the profile of the profession with a range of stakeholders.

d) The nominee may also have influenced the perception of occupational therapy in a national or international context: e.g. the nominee may be working in a national leadership role or an international occupational therapy organisation e.g. World Federation of Occupational Therapists or Council of Occupational Therapists for the European Countries (COTEC) or European Network of Occupational Therapists in Higher Education (ENOTHE).
Please note:

The nominee will be required to verify the accuracy of the information contained in the nomination form and to provide a signature confirming agreement for their information to be stored for the required timeline as part of this process.

All nominations will be considered by the Fellowship and Merits Awards Committee.

**Nomination Process for the RCOT Fellowship award**

When considering a colleague for a Fellowship please do not underestimate the time required to complete this process thoroughly. To ensure a complete submission, you will need to check that all the required information is gathered to evidence the contribution and impact of the nominee. This will ensure that they meet the criteria as outlined and avoid unnecessary disappointment.

As chief nominator (i.e. the person responsible for generating the nomination), you will need to ensure that you have two other RCOT members who will support and co-sign the nomination form. You will also need to source two witness statements/letters of support/testimonials that will also validate the impact and contribution the nominee has made to the occupational therapy profession.

1. **Advice for nominators**
   
   1.1 Once a decision has been made to nominate an individual for an award, the chief nominator will need to secure two other RCOT members to assist with the nomination, who are prepared to support and sign the nomination form.

   1.2 The chief nominator will need to guide the other nominators through the nomination process and determine who will lead on the different aspects of the nomination in order that duplication of information is minimised.

   1.3 All information submitted must be typed and in electronic format.

   1.4 When the nomination form is complete, it will be important to obtain verification from the nominee who will need to sign to verify the accuracy of the information and also provide consent for sharing information, to comply with the General Data Protection Regulation (GDPR).

   1.5 An accompanying CV for the nominee is optional but should be no longer than four sides of A4

   1.6 If a list of publications is to be attached, this should be no longer than two sides of A4 and cover the nominee’s most recent publications

   1.7 Two to three letters of support/witness statements/testimonials will be required from significant others, which may include: service users and or carers; other health professionals or significant other high profile figures, or
from the other nominators. These statements will remain confidential and should not be shared with the nominee.

1.8 Nominators should assume that the Fellowships and Merit Awards Committee has no previous knowledge of the nominee and that all relevant information and evidence to support the nomination is documented to enable an objective decision to be made.

1.9 Once the nomination is complete, it should be sent to the Senior Administrative Officer and should contain the following:
   i) Completed nomination form with all key evidence and details of signatories
   ii) CV
   iii) Publications list if appropriate
   iv) Two witness statements/letters of support/testimonials

A confirmation of receipt will be sent.

1.10 If you wish to discuss the nomination process or the form; please contact the Senior Administrative Officer.

2. Role of the Fellowships and Merit Awards Committee

2.1 The Fellowship and Merit Awards Committee will assess the nomination to determine if the nominee meets the criteria to the required standards. The Senior Administrative Officer will collate feedback from the Fellowship and Merit Awards Committee members to inform discussions at the meeting.

2.2 Final recommendations will be determined by the Fellowship and Merit Awards Committee in preparation for RCOT Council approval. This will be in the form of a report with recommendations for approval/non-approval, plus additional information to explain the rationale for the recommendations for Council.

2.3 Once the process has been completed and after the Awards event, all personal information about the nominee and the nominators will be destroyed to comply with GDPR.

3. Role of RCOT Council

3.1 Council will read the report from Fellowship and Merit Awards Committee and their recommendations. The full nomination forms and witness statements will be available at the Council meeting, if required. Council will then need to approve each recommendation for an award.

3.2 The Chair of Council will then make contact with all nominees and the chief nominator to inform them of the outcome.
The Royal College regrets that it cannot enter into correspondence on the merits of a particular nomination.

NB The Senior Administrative Officer is the administrator for the Fellowship and Merit Awards Committee.

Dated: 19/03/19