Criteria for the RCOT Honorary Fellowship Award

The award of an Honorary Fellowship is a rare award made to individuals who are not occupational therapists or associate members but who have made an exceptional contribution to the work of the Royal College of Occupational Therapists (RCOT) or have supported the profession in a significant way. The Fellowship is the highest honour the Royal College can bestow.

Criteria and requirements

In considering nominating someone for an Honorary Fellowship Award, thought will be required regarding how the nominee has supported the profession and the impact their support has had.

Possible reasons and requirements for nomination

a) The nominee for this award should hold a senior position in the organisation in which they work.

b) The nominee will have contributed their exceptional service to RCOT for a sustained period of time.

c) The nominee will have made a consistent and outstanding contribution to the profession that has led to either a significant impact on occupational therapy practice, education and/or research; or has led to high level influencing or raised the profile of the RCOT or the profession of occupational therapy e.g. consideration could be given to an individual who has:

- Been influential in supporting the work of RCOT
- Facilitated high level introductions to participate in meetings that have provided opportunities for RCOT
- Raised the profile of the work of RCOT over a considerable period of time
- Identified and developed/progressed new ways of working/service development/enhancement that benefit the users of occupational therapy services
- Actively supported and promoted RCOT campaigns
- Raised the profile of the profession with a range of stakeholders.
- Supported learning and development opportunities for occupational therapists
• Acted as a champion for the occupational therapy workforce at high level meetings
• Repeatedly supported RCOT and endorsed RCOT key messages via Social Media
• Offers their time freely to participate in RCOT governance structures or other significant meetings
• Ensured the involvement of occupational therapy researchers in high profile research.
• 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 international level.
• The nominee may also have influenced the perception of occupational therapy in an international context.

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 Honorary 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 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 you have one other RCOT member who will support and co-sign the nomination form. You will also need to source two witness statements/letters of support/testimonials (these should be from different people but can be from a nominator) 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 one other RCOT member to assist with the nomination, who is prepared to support and sign the nomination form.

1.2 The chief nominator will need to guide the other nominator 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 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 Fellowship 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 discussion 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 to Council.
2.3 Once the process has been completed and following 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 the 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 of the Fellowship and Merit Awards Committee.

Dated: 10/05/19