Criteria for the RCOT Fellowship Award for an Associate Member

The Fellowship award to an Associate Member is made to those individuals who are associate members of the Royal College of Occupational Therapists (RCOT) and have been a member for at least ten years. This award is made to an associate member in recognition of exceptional service and outstanding contribution to the profession or organisation.

The associate member category normally includes unregulated occupational therapy support staff and also part-time students.

Criteria and requirements

In considering nominating someone for an Associate Member Fellowship Award, the following criteria should be considered to help with the nomination process and it may be possible for an award to be made on the grounds of particularly exceptional work around only one of the criteria.

Criteria

a) An exceptional contribution to the advancement of occupational therapy.

b) Exhibited a high level of technical skills and knowledge that benefit the profession of occupational therapy

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

d) Participated in activities that have increased the awareness of the occupational therapy as a health and social care profession

e) 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; high level influencing; or raised the profile of RCOT e.g. consideration could be given to an individual who has:

- Been Influential in supporting the work of RCOT
- Actively supported RCOT campaigns
- Raised the profile of the work of RCOT over a considerable period of time
- Supported service users or carers with high levels of satisfaction over a sustained period of time and as a result raised the profile of the benefits of occupational therapy
- Supported or designed a range of information that is available for service users and their carers that has been widely used and recognised

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 for an Associate Member

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 that you have one other RCOT member who will support and co-sign the nomination form. You will also need to source 2 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 Associate Member for the Fellowship Award, the chief nominator will need to secure one other RCOT members 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 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: 10/05/19