Criteria for the RCOT Merit Award

The Merit award recognises an individual’s contribution to the occupational therapy profession which may be local; regional; in a specialist field of practice; or a diverse area of practice. Those nominated will have been recognised by their peers in the occupational therapy community for excellence in their sphere of work and their special contribution to the occupational therapy profession.

Criteria and requirements:

a) The nominee for the Merit award must be a member with a minimum of two years consecutive RCOT membership irrespective of membership category (excluding students and apprentices), immediately prior to the date of the nomination.

b) The nominee will be working or using their skills within the occupational therapy profession either in practice, education and/or research.

c) The nominee will have been recognised by their peers as making a significant achievement locally or regionally that will have had an important impact on the practice and/or delivery of occupational therapy which may include:

- improved service delivery locally that has benefited service users and carers;
- developed specialist practice based skills that are innovative and have informed local service delivery in what could be a complex environment;
- led an innovative way of working and promoted the contribution of occupational therapy in a diverse setting;
- created and supported a learning culture locally or regionally;
- translated and applied evidence to inform their practice locally for the benefit of service users and carers;
- facilitated involvement in research or created a culture that supports research;
- raised the profile of the profession through providing examples of local innovation that have been published and raised interest;
- developed and evaluated educational resources (e.g. for students, service users, etc.) and new methods of delivery;
• contributed and co-created professional networks to promote the exchange of knowledge, skills and resources.

(This is not an exhaustive list).

d) The nominee may also have supported a large number of members through leading and influencing within one of RCOT’s branches i.e. a specialist section; local regional group; an RCOT Board or other type of professional group/network.

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 Merit Award

When considering a colleague for a Merit Award 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 collated 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 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 that will validate the impact and achievements this individual 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 second nominator to complete the 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 supplied 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 Two letters of support/witness statements/testimonials will be required and could be from a service user and/or carer; other health professionals; significant other high profile figure; or from the second nominator. These statements will remain confidential and should not be shared with the nominee.

1.6 Nominators should assume that the Fellowships and Merit Award Committee has no previous knowledge of the nominee and ensure that all relevant information and evidence to support the nomination is included in the submission.

1.7 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
   iii) Two witness statements /letters of support/testimonials

   A confirmation of receipt will be issued.

1.8 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 standard. 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 ad 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 should be available at the Council meeting if required. Council will then need to approve each recommendation for an award.
3.2 Chair of Council will then make contact with all nominees and 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