

RCOT Fellowship award for an Associate Member

Guidance for nominations 2026

A Fellowship award to an Associate Member is the highest honour RCOT can give to recognise their exceptional service and outstanding contribution to the profession during their career.

Who can you nominate?

1. You can only nominate a current RCOT Associate or Associate Apprentice member, **with membership of at least ten years**.
2. Both the nominators and nominee must be in a position of good professional standing.
3. The nominee will have made a significant contribution to the profession and will have demonstrated technical skills and knowledge that benefit the profession of occupational therapy.
4. The nominee has made important and significant contributions in their role and demonstrates their commitment to [RCOT's strategy and values](#).
5. The nominee will have made a consistent and significant contribution to the profession that has led to either an impact on occupational therapy practice, education and/or research, high level influencing, or raised the profile of RCOT. For example, the nominee could:
 - Actively support RCOT campaigns, influencing the work of RCOT and raising its profile over a sustained period of time.
 - Participated in activities that have increased awareness of occupational therapy as a health and social care profession.
 - Support the professional workforce through initiatives such as inclusion and diversity.
 - Demonstrating a high level of skills or knowledge that has benefitted the profession.
 - Support service users and their carers, achieving sustained satisfaction levels, and as a result, raised the profile of the benefits of occupational therapy.
 - Implement support groups or design a range of information that is available for service users and their carers that have been widely used and recognised.

Before you start your nomination

1. Make sure that your nominee matches the above criteria (who can you nominate).
2. Identify another RCOT member who will support this nomination.
3. We will only communicate with the main nominator to confirm receipt of documents and if we require further information.
4. Provide contact details for the nominee and two nominators.
5. You have the option to provide a copy of the nominee's CV with the nomination form and, if applicable, a publications list.
6. Nominators should not be a spouse/partner, or close relatives of the individual being nominated.
7. Your nomination will benefit from up to two letters of support or testimonials. These do not have to be from individuals within the profession (see RCOT Fellowship process, further down for details).

Equity and Diversity

RCOT is keen to increase and promote diversity within the profession and actively encourages people from a range of backgrounds to nominate and be nominated for Fellowship and Merit Awards.

The process for the RCOT Fellowship awards

1. Make sure you share all the key information to show the nominee's contribution and impact. This will help the committee check that the nominee meets the criteria and avoid unnecessary disappointment.
2. Once you decide to nominate an individual for an award, as the main nominator, you will need to ask one other RCOT member to support the nomination and sign the nomination form.
3. You should work with the other nominator to decide who will lead the different parts of the nomination, so you are not repeating information.
4. You should assume that the Fellowships and Merit Awards Committee knows nothing about the nominee. Make sure you include all relevant information and evidence so that the committee can make an objective decision.
5. All information submitted, must be typed in electronic format.
6. If acronyms are being used throughout the nomination form, they need to be initially explained in full.
7. When the nomination form is complete, please ask the nominee to sign parts 1 and 2 of the nomination form. This is to confirm that the provided information is correct and to give their consent for sharing this information, see RCOT Privacy notice. Electronic signatures are acceptable.
8. Please ask the nominee to write a 500-word max statement about themselves and their achievements. This helps ensure valuable information is not missed out in the nomination process.
9. Include two letters of support or testimonials with the nomination. Key information to note:
 - These should be written by individuals who have first-hand knowledge of the nominee.
 - They can be written by non-RCOT members, occupational therapy colleagues; people accessing occupational therapy services and/or their carers; other health professionals, senior managers in other organisations or other senior individuals.
 - Think about who is writing the letters of supports or testimonials as their position/role will influence the committee's decision.
 - These statements confirm the impact and contribution the nominee has made to the occupational therapy profession.
 - These statements are confidential – so please do not share them with the nominee.
 - Provide these statements as separate documents on appropriate letterhead and make sure, they are not longer than 500 words.
 - If you send more than two letters of support or testimonials, the committee will not consider the additional ones.
 - Please remember that individuals cannot be the same people as the nominators and should not be a spouse/ partner or close relatives of the nominee.
10. An accompanying CV for the nominee is helpful but optional and should be no longer than four sides of A4.
11. If you're including a list of publications, please make sure it's not longer than two sides of A4. It should be listed in date order, with the most recent publications first.
12. Supporting materials must not include promotional material and personal data, for example, data that may identify a patient.
13. Email the completed nomination form and supporting documents to hello@rcot.co.uk:
 - Completed nomination form with all the key information and signatures.
 - Two letters of support or testimonials.
 - A statement by the nominee.

- A CV (optional).
- A publications list (if appropriate)

14. When we receive the nomination form and supporting documents, we will email the main nominator to confirm receipt.

15. Group nominations will not be accepted. All nominees should be nominated on a separate nomination form by the nominators, as the committee needs to assess the unique contribution of each individual when assessing their suitability for both the Fellowship and Merit Awards.

16. If you have any questions about the nomination process or form, or would like to discuss your nomination, please contact us by emailing hello@rcot.co.uk.

The Fellowship and Merit Awards Committee's role

1. The Fellowship and Merits Awards Committee will consider all nominations and will decide if the nominee meets the criteria. RCOT will collect feedback from the committee members to support discussions at their meeting.
2. The Fellowship and Merit Awards Committee will give final recommendations for The RCOT Board to approve.

RCOT Board role

1. The RCOT Board reviews and takes note of the report with the recommendations from the Fellowship and Merit Awards Committee. The Board's role is to approve or reject each recommendation. They will have access to nomination forms, letters of support, and testimonials, as required. The Board's decision is final.
2. The Chair of The Board will then contact all nominees and the main nominators to let them know the outcome.
3. We would not be able to share detailed information or reasons why a nomination was or was not approved.
4. RCOT is the administrator for the Fellowship and Merit Awards Committee.

Data Protection

1. All personal information relating to both the nominee and the nominators will be securely destroyed after the Awards event in line with [RCOT's Privacy notice](#).
2. The information provided in the nomination form and supporting evidence will be reviewed by the Fellowship and Merit Committee **without anonymisation**, except for specific personal contact details.
3. Only personal contact details, such as postal addresses and telephone numbers of both the nominee and the nominators, will be anonymised prior to review.
4. The personal contact details will also be anonymised in the support letters and testimonials.

Help and guidance

If you experience or anticipate any barriers within the nomination process or require help to access information, please email hello@rcot.co.uk. Requesting advice, guidance, and/or support will not affect the assessment of your nomination.

Dated: March 2026