Royal College of Occupational Therapists

RCOT Associate Fellowship Award

Assessment criteria summary

This summary is designed to help nominators understand how Associate Fellowship nominations are reviewed and assessed.

The Fellowship and Merit Awards Committee (FMAC) reviews all nominations against the published award criteria and supporting evidence.

When assessing nominations, the committee considers both the nature of the nominee's contribution and the impact that contribution has had on occupational therapy, RCOT and/or people accessing services.

Assessment areas considered by the FMAC

Assessment theme	What the FMAC considers
Exceptional and sustained contribution	The nomination provides evidence of exceptional service and sustained contribution to occupational therapy, RCOT and/or people accessing services over many years.
Contribution beyond role expectations	There is evidence that the nominee has gone above and beyond normal role expectations.
Professional contribution	Contribution may be demonstrated through areas such as: • Clinical support practice • Service development • Workforce development • Quality improvement • Community activity • Equity, Diversity and Belonging (EDB) initiatives • Support for RCOT activities • Professional volunteering
Impact and benefit	The nomination demonstrates clear benefits for: • People accessing services • Carers • Colleagues • Communities • Occupational therapy services
Lasting impact	The nomination demonstrates lasting benefits resulting from the nominee's contribution.
Wider influence	The nomination provides sufficient evidence of impact and benefit beyond the nominee's immediate role or workplace.

Supporting evidence considered by the FMAC

In addition to the nomination form itself, the committee considers whether:	
1.	The nominee's contribution extends beyond the normal expectations of their role.
2.	There is evidence of measurable impact, outcomes or improvements resulting from the nominee's contribution.
3.	The nomination demonstrates recognition by colleagues, service users, carers, communities and/or professional networks.
4.	The nominee's statement supports and strengthens the evidence provided within the nomination.
5.	The letters of support/testimonials independently validate the nominee's contribution and impact.
6.	The overall nomination provides sufficient evidence to support recommendation for an RCOT Associate Fellowship Award.

Assessment process

1. RCOT completes eligibility and administrative checks.
2. The Fellowship and Merit Awards Committee (FMAC) reviews nominations against the published criteria and supporting evidence.
3. FMAC makes recommendations to the RCOT Board.
4. The RCOT Board approves or rejects recommendations.
5. Nominees and lead nominators are informed of the outcome.