

RCOT Fellowship award for an Associate Member

Guidance for nominations 2024

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.

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

1. Who can you nominate?

- a) You can only nominate a current RCOT associate member of at least ten years.
- b) The nominee will have made a significant and outstanding contribution to the profession.
- c) They will have exhibited a high level of technical skills and knowledge that benefit the profession of occupational therapy.
- d) The nominee will have contributed their exceptional service to RCOT for a sustained period of time.
- e) They will have participated in activities that have increased the awareness of occupational therapy as a health and social care profession.
- f) The nominee 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. For example, the nominee could:
 - Be influential in supporting the work of RCOT
 - Actively support RCOT campaigns
 - Raise the profile of the work of RCOT over a considerable period of time
 - Support the professional workforce through initiatives such as inclusion and diversity
 - Support 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
 - Support or design a range of information that is available for service users and their carers that has been widely used and recognised.

2. Before you start your nomination:

- Make sure that your nominee matches the above criteria (part 1).
- Identify two members who will support this nomination.
- We'll only communicate with you as the main nominator, so we will need your details.
- Provide contact details for the nominee and two nominators.
- You will need to provide a copy of the nominee's CV with your nomination form (see item 5.8) and, if applicable, a publications list (see item 5.9).
- Your nomination will benefit from up to two letters of support or testimonials. These don't have to be from individuals within the profession (see item 5.7).
- Read section 5 of this guidance for detailed advice to nominators.

3. Filling out the form:

Question 1. We need a 500-word summary about the outstanding contribution the nominee has made to the profession.

This should explain the uniqueness of the nominee and how their exceptional contribution to the work of RCOT or support for the profession can be demonstrated. What has been special about their contribution; how have they gone beyond the bounds of their job or ‘gone the extra mile’ for the organisation or the profession. What is the outstanding achievement that has had an impact nationally and UK-wide or internationally?

Question 2. Share how they’ve worked to support RCOT? You have a 500-word limit and can use sentences or bullet format.

This could include raising the profile of the profession; or helping to advance the profession in such area/s as practice, education and/or research. This could also include where the nominee has inspired and supported others including occupational therapists, support workers, or students on a national scale or UK-wide or internationally. Provide relevant dates.

Question 3. The nomination form includes a table where you can provide evidence of the nominee’s impact on the profession in specific areas.

In your nomination, you should show how the nominee has made a consistent and outstanding contribution to the profession or RCOT that has made a significant impact nationally and UK-wide or internationally. Areas could include:

- i. Demonstrating a high level of technical skills and knowledge that has benefitted the profession or individuals accessing services and their carers.
- ii. Participating in activities that have increased the awareness of occupational therapy as a health and social care profession.
- iii. Actively supporting RCOT campaigns or being influential in the work of RCOT.
- iv. Supporting individuals accessing services and their carers with high levels of satisfaction over a sustained period of time for example by developing support groups or providing a range of information to support individuals accessing services and their carers.

If your example covers more than one of these areas, do include these different areas

For example:

What has the nominee done to influence the occupational therapy profession nationally and UK-wide and/or internationally?	Explain why this was needed/relevant.	Describe the impact that this had. What is different?
Your answer might focus on how they have raised the profile of the profession.	Your answer should show why this was important, what gap this was filling.	Answer the ‘so what’ question. Be specific about how this has made a difference to the profession across the UK or internationally? Facts and data may help illustrate this if relevant.

Add new rows to show additional examples of your nominee’s outstanding impact on the profession.

It is essential to include the impact of the nominee's activities and the difference they have made. This will help the Fellowship and Merit Awards Committee to identify that the nominee's activities are above and beyond their usual role.

There is no word limit – but think about sharing this information succinctly and impactfully.

Question 4. Tell us if the nominee received recognition or an award from any other relevant body including RCOT. This is so we can better understand the context and reach of the nominee's work.

Question 5. Provide us with a short paragraph – three or four sentences – that we can use in our communications and celebration event brochure if the nomination is successful.

4. Important

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.

5. The process for the RCOT Fellowship awards

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 to avoid unnecessary disappointment.

- 5.1 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.
- 5.2 You should work with the other nominator to decide who will lead on the different parts of the nomination so you're not repeating information.
- 5.3 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.
- 5.4 All information submitted must be typed and in electronic format.
- 5.5 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, as the General Data Protection Regulation (GDPR) requires. The nominee can add details to ensure facts are correct. Electronic signatures are acceptable.
- 5.6 Please ask the nominee to write a 500-word max statement about themselves and their achievements. This helps ensure valuable information isn't missed out in the nomination.

- 5.7 Include two letters of support or testimonials.
- Individuals with first-hand knowledge of the nominee should write these. They can support their contribution or give additional information.
 - 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, preferably outside the nominee's own service or by the other nominator.
 - 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 don't share them with the nominee.
 - Provide these statements as separate documents on appropriate letterhead and make sure they're not longer than 500 words.

If you send more than two letters of support or testimonials, the committee won't consider the additional ones.

- 5.8 An accompanying CV for the nominee is helpful but optional and should be no longer than four sides of A4.
- 5.9 If you're including a list of publications, please make sure it's not longer than two sides of A4. It should cover the nominee's most recent publications.
- 5.10 Once you're finished the nomination form and supporting materials, please send it to RCOT. Make sure it includes the following supporting materials:
- i) Completed nomination form with all the key information and signatures from the main and other nominators and nominee.
 - ii) Two letters of support or testimonials.
 - iii) A statement by the nominee.
 - iv) A CV (optional).
 - v) A publications list (if appropriate).

When we receive your nomination, we will email you (as the main nominator) to confirm this.

- 5.11 If you have any questions about the nomination process or form, or would like to discuss your nomination, please contact RCOT.

Please note: only one nomination form should be submitted per nominee.

6. The Fellowship and Merit Awards Committee's role

The Fellowship and Merits Awards Committee will consider all nominations.

- 6.1 The Fellowship and Merit Awards Committee will decide if the nominee meets the criteria to the required standards. RCOT will collect feedback from the committee members to support discussions at their meeting.
- 6.2 The Fellowship and Merit Awards Committee will give final recommendations for the BAOT/RCOT Council to approve. They will share these recommendations and the

reasons for approval and non-approval in a report.

- 6.3 We will destroy all personal information about the nominee and the nominators, as GDPR requires, after the Awards event.

7. BAOT/RCOT Council's role

- 7.1 Council will read the report with the recommendations from the Fellowship and Merit Awards Committee. When Council meets to approve each recommendation, they will be able to read the nomination forms and letters of support and testimonials, if they wish to.
- 7.2 The Chair of Council will then contact all nominees and the main nominators to let them know the outcome.

We won't be able to share information or reasons about why a nomination was or wasn't approved.

RCOT is the administrator for the Fellowship and Merit Awards Committee.

Dated: May 2023