Fellowship Guidelines and Nomination Form

Guidelines for Society Fellowship Nominations

Please find below the information for members wishing to nominate a colleague for Fellowship of the Society.

The relevant Section of the Regulation concerned Section 4 Membership reads as follows:

***2. Admission requirements***

***(2) Fellows*** *are the persons in this category at the date of coming into force of these Regulations or persons admitted to this category in accordance with (a) to (d) below:*

*(a) The Assembly shall appoint a panel of Fellows ("the panel") (not being members of the Assembly or of the Boards) which shall have power to admit persons as Fellows of the Society.*

*(b) To be eligible for Fellowship of the Society an individual must be a Member of the Society adjudged by the Panel of Fellows as having made an outstanding original contribution to the advancement of pharmaceutical knowledge or attained distinction in the science, practice, profession or history of pharmacy.*

*(c) A member wishing to propose a Member for admission as a Fellow under sub-paragraph (b) may apply in writing to the panel on that Member’s behalf in accordance with requirements published by the Society.*

*(d) A Member meeting requirements (including requirements as to fees) from time to time approved for this purpose by the Assembly may apply in writing to the Society for admission as a Fellow.*

1. The primary nominator is asked to submit full biographical details of the nominee together with the specific reasons relating to why that person is considered worthy to be designated a Fellow under this Regulation. Please note that although worthy of commendation, long service does not automatically mean that an individual is eligible for Fellowship. The Panel wishes to be persuaded that nominated persons have attained "distinction" in a particular aspect or aspects of their pharmacy career, i.e. that their achievements distinguish them from the many pharmacists whose work, while well respected and bringing credit to the profession, cannot be shown to have made a special distinguishing and distinctive contribution. The Panel can normally only make an assessment based on the evidence submitted.

2. A full CV of the nominee is also very helpful to the Panel, where possible this should include a full publication list. The nomination must clearly show how the nominee’s contribution to the profession has gone above and beyond the day job. Detailed contributions contained in the CV should not be copied into the narrative of the nomination.

3. The primary nominator’s proposal should be supported by two members of the Society who also need to provide further information and/or examples.

4. The primary nominator is required to approach the two additional supporting members to get their agreement to act as supporters. The supporters should also provide their own detailed reasons for supporting the nomination. This should be submitted with the nomination form. Each supporter should confirm their statements are from their own personal knowledge of the nominee by ticking the box on the nomination form.

5. Additional supporting statements can also be provided by non-members of the Society, including colleagues in other professions, if the primary nominator feels it would add weight to the nomination. This should be submitted with the nomination form.

6. All letters of support and the CV should be submitted in an electronic format.

7. Where publications of candidates are presented, they should include the complete list [not "selected" publications] and should be presented with the following information: Author(s), Title of Paper, Journal (in full) Year, Volume, Pages. Full papers and Reviews should be distinguished from Abstracts and Letters.

8. Please note that if acronyms are being used throughout the nomination form, they need to be initially explained in full.

9. Group nominations will not be accepted by the Panel. All nominees should be nominated on a separate nomination form by the nominators as the Panel needs to assess the unique contribution of each individual when assessing their suitability for Fellowship.

10. Fellowship nominations can be submitted at any time. To do justice to the person being nominated, please take the time to provide a high-quality submission, including information from all supporters, rather than complete a partial submission to meet a deadline

Before submitting your nomination, please check the following:

* The nominee must be a Member with the RPS.
* The nominee, nominators and main supporters must be members of the RPS.
* The nomination should be kept as confidential as possible.
* The nominator should include the nominee’s CV with the written nomination, where possible this should include a full publication list.
* The nominator must supply the names and full contact details of two supporters and seek their consent to being supporters prior to submitting the nomination.
* Supporting statements should be provided by each of the supporters.
* The Panel will be looking for achievements over and above the ‘day job’.

Email the completed nomination form and supporting documentation to **fellows@rpharms.com.**

The Secretary to the Panel of Fellows has no authority to enter into any correspondence regarding the decisions of the Panel. However, lists of those designated as Fellows are published in the Pharmaceutical Journal following the Assembly meeting where the names are presented.

**Secretary to Panel of Fellows**

Fellowship Nomination Form

**To be completed by the Primary Nominator**

Please read the Guidelines for Society Fellowship Nominations before completing this form.

Email the completed nomination form and supporting documentation to **fellows@rpharms.com** or post to **Membership Team, Royal Pharmaceutical Society, 66-68 East Smithfield, London, E1W 1AW.**

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| **Section 1: The Nominee** |
| **1.1 Member nominated for Fellowship** |
| **Full name:** |  |
| **Society membership number:** |  |
| **Date of Registration** |  |
| **CV attached:** | Yes / No |
| *Providing a full CV of the nominee is very useful supporting evidence and can help the Panel reach their final decision* |

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| **Section 2: Nominator and Supporters** |
| **2.1 Primary Nominator** |
| **Full name:** |  |
| **Society membership number:** |  |
| **Fellow:** | Yes / No |
| **Relationship to Nominee** |  |
| **Email address:** |  |
| **Telephone no.:** |  |
| **Primary Nominator Declaration Statement:** |
| Please tick this box to confirm that the statement submitted below is from your own personal knowledge of the nominee: |  |
| **2.2 First Supporter** |
| **Full Name:** |  |
| **Society membership Number:** |  |
| **Fellow:** | Yes / No |
| **Relationship to Nominee** |  |
| **Email address:** |  |
| **Telephone no.:** |  |
| **First Supporter Declaration Statement:** |
| Please tick this box to confirm that the statement submitted below is from your own personal knowledge of the nominee: |  |
| **2.3 Second Supporter** |
| **Full Name:** |  |
| **Society membership Number:** |  |
| **Fellow:** | Yes / No |
| **Relationship to Nominee** |  |
| **Email address:** |  |
| **Telephone no.:** |  |
| **Second Supporter Declaration Statement:** |
| Please tick this box to confirm that the statement submitted below is from your own personal knowledge of the nominee: |  |

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| **Section 3: Supporting statements** |
| *The supporters named above should also provide their own detailed reasons for supporting the nomination. This should be submitted with the nomination form.**Additional supporting statement/s can also be provided by a non-member of the Society if the Primary Nominator feels it would add weight to the nomination. This should be submitted with the nomination form.****Please attach a CV to support the nomination if possible****. If you can provide a CV that is helpful but not essential. We know it may not be easy to access a CV and not all nominees will have a CV.**Please try not to exceed the recommended spaces provided.* |
| **Supporting statement from the primary nominator***The* ***primary nominator’s******supporting statement*** *should be made up of the following sections and information. Please provide information using the headings below and use bullet points to direct the assessors to key information. Please provide as much information and evidence as you can to support this nomination.* **1. Brief biography***If a CV is attached there is no need to repeat everything in the CV; just highlight the most relevant points and refer to the CV.*In this section, please list the following:* + Key roles and positions.
	+ Education and training.
	+ What is the nominee best known for achieving?

**2. Justification***It is essential to demonstrate that a nominee has made an outstanding original contribution to the advancement of pharmaceutical knowledge, or attained distinction in the science, practice, profession, or history of pharmacy. In this section, please give examples to make it clear how the nominee’s achievements meet this criterion.* *The Panel of Fellows is aware that it may appear easier to justify a nomination in specialist sectors of the profession, or those where clear hierarchies imply leadership ability or provide greater opportunities for impact. We have therefore widened the list of examples that nominees might consider when assessing a nominee.* *The Panel is also aware that public or professional recognition of excellence can be more difficult in generalist sectors of the profession. We therefore encourage nominations of those whose achievements are notable despite a lack of external validation. In these instances, citations and testimonials from patients and the public, as well as professional colleagues are invaluable.* In this section, please list the achievements of the individual that set them apart from their peers. For example, you could consider including:* How the individual stands out from their peers (including pharmacists in similar roles).
* Awards and prizes. Don’t overlook recognition locally (or nationally) in providing outstanding *service,* as opposed to a specific single achievement), and citations in the professional and lay press that highlight best practice, or exemplary professional behaviour.
* External markers of esteem e.g. invitations to deliver presentations and talks.
* Indicators of the impact of their work e.g. work included in guidelines or playing a pioneering role in developing or implementing a new service.
* Testimonials e.g. from patients and carers, undergraduate or foundation students on placement, staff.
* National and international roles such as advisory committees, chairing of committees that recognize their expertise.
* Activities that promote the profession of pharmacy, including activity as a local or national media champion for the profession.
* Public output e.g. academic papers
* Work where the demonstrable output is clear evidence of impact on a patient population or on a local community (for example in a public health context).
* Contributions to collaborative or MDT meetings/sharing good practice.
1. **Above and Beyond the Day Job**

*Please demonstrate where the nominee has gone above and beyond their day job. Many pharmacists who have achieved senior roles will as a result have been involved in a wide range of activities. Use this section to highlight which of the nominee’s achievements would be above and beyond what others in their position would have achieved.* Please consider providing the following:* Examples of where the nominee has gone beyond the day job in terms of their achievements.
* Memberships.
* Group roles (e.g. committees, councils, working parties, etc.).
* Achievements and outcomes.

4. **Distinction to the Profession*** How do the nominee’s achievements distinguish him/her from the ‘well respected’ work that pharmacists already carry out on a day-to-day basis?

**5. Any other comments** |
| **Supporting statement from supporter one:** |
| **Supporting statement from supporter two:** |
| **Additional supporting statement/s (optional):** |