

ELECTION TO FELLOWSHIP AND HONORARY FELLOWSHIP

Information for candidates, proposers and seconders

Please read this information carefully before completing a submission form

Election to Fellowship of the FOM

Election of Members of the FOM to **Fellowship** is the FOM's way of recognising those who have made a particularly significant contribution to the practice of occupational medicine, or contributed significantly to the work of the FOM. As such it is much valued by those who receive it and equally a source of concern and disappointment to those who do not. It is essential therefore in considering submissions that those elected to Fellowship appropriately deserve and none who would merit election to Fellowship is overlooked.

The FOM is reliant on its many good Members and very much appreciates the contribution made by them, understanding that some contribute more than others. Fellowship however is awarded to Members whose contribution is considered to be wide in scope or far-reaching in impact and is not a method of rewarding good Members for many years of loyalty. It is intended though that it should be attainable by the majority of Members over the course of their careers should they seek to apply.

Mandatory requirements for Fellowship

The following are essential requirements that must be met for a submission for election to **Fellowship** to be considered:

1. Candidates must be Members of the FOM (MFOM) (and, in order to fulfil the three main criteria set out below, will normally have held Membership for at least 5 years, although candidates with Membership *ad eundem* who have a significant period of clinical practice at consultant level may well fulfil these criteria within a shorter post Membership timeframe).
2. Candidates must be in good standing with the FOM, that is:
 - have paid all fees and subscriptions due to the FOM;
 - have signed a declaration of faith as required by the Governance Regulations;
 - have complied with the minimum requirements of the Faculty's or other comparable continuing professional development scheme, i.e. that of another medical FOM or College. For those making returns to the FOM this means they must either have submitted a CPD return for the period 1 April 2017 – 31 March 2018 and received a certificate/official mailing to confirm this or completed the CPD online diary; if the submission is to another Faculty or College, they must provide a certificate or other evidence of CPD compliance for their most recent 12 month CPD period. Where applicable, CPD certificates from other organisations must be submitted with the application.
3. UK candidates must be fully engaged with the revalidation process.

Criteria for Fellowship

The award of Fellowship is considered for those still making an active contribution to the practice or promotion of occupational medicine or to the work of the FOM. Particular note is taken of recent

(within the last five years) and current activities. Submissions for consideration for Fellowship of the FOM are evaluated by the Fellowship Committee against three main criteria. Several examples of how each criterion may be met are now included to assist candidates in completing their applications.

- 1. Wider contribution to the practice of occupational medicine e.g. through education, training or research:**
 - Personal supervision of trainees and/or acting as FOM examiner or assessor for dissertations
 - Teaching on undergraduate or postgraduate courses, training of allied professions or hosting visits to workplace
 - Broader involvement in training - at Deanery level through membership of a Local Specialty Education Committee or as Programme Director, or as a FOMRSA or Deputy RSA
 - Publications, editorials and letters in peer reviewed journals including number of research papers and topics
Membership of Committees or sub-groups such as FOM, SOM, ANHOPS, ALAMA, NICE, POOSH, multidisciplinary trade committees - focusing on the impact their contribution has made
 - Holding office with the FOM and/or the Society of Occupational Medicine.

- 2. Raising the profile of occupational medicine/occupational health e.g. through media work, action in Government, speaking at conferences, publishing articles:**
 - Presentations at national and international conferences about occupational medicine and occupational health
 - Presentations to local medical societies, nursing groups, hygiene groups or teaching on non-medical postgraduate courses
 - Involvement in working groups with other colleges, faculties and non-medical organisations
 - Publicity work with local or national newspapers, radio, or television
 - Participation in consultation committees e.g. Department of Health or devolved National Governments
 - Acting as author or co-author of a book or other significant publication.

- 3. Ability to demonstrate that you have made a difference, having an impact through your practice e.g. to patient care in NHS or to improving health of a group of workers:**
 - Initiatives which you have been instrumental in delivering with demonstrable benefit to health of workers
 - Completed initiatives demonstrated to deliver efficiency improvements within a department
 - Changes you have introduced which have delivered significant cost savings
 - Implementation of an occupational health strategy within an organisation and demonstration of the benefits
 - Evidence of improved or significant influence of occupational health within an organisation e.g. involvement in capital projects or significant new policies
 - Evidence of involvement in an occupational health policy adopted by entire organisation.

Fellowship is not solely given for performance in the day job unless this led to significant achievements in the above areas. If the person is an academic, publishing widely is not enough - the Fellowship Committee would expect them to be able to evidence significant change to occupational health policy or practice as a result of their work.

A simple scoring matrix is used by the Fellowship Committee to evaluate the evidence included in the submission against these three criteria, which are each scored strong, acceptable, weak or none. By setting an appropriate threshold for the total score required for Fellowship, this means that candidates now do not have to demonstrate strong performance across all three criteria to be recommended for the award of Fellowship.

Guidance for candidates on completing the Fellowship submission form

The submission form is the candidate's opportunity to demonstrate their contribution to the development of the specialty over and above the level of just completing their day position. The timetable is relatively short so applicants should start entering details sooner rather than later; as an early start will give opportunity to adjust appropriately and also allow time to ensure that no important information is overlooked. A word limit applies to several sections of the form so care has to be taken to be focused and concise, concentrating on the three main criteria outlined above - however most important points can be made in a few sentences.

There is a degree of overlap in the criteria used to assess the application and some entries could be recorded in one or more categories. However candidates are required only to give the information once in the application form and advised not to repeat the information in more than one section. Candidates may wish to ask a colleague to look over the completed form to ensure the information is presented clearly and accurately reflects their contribution.

It is important to note that the decision of the Fellowship Committee is based on the objective evidence presented to it. Oral evidence from members of the Committee who happen to know an individual would not be accepted as this could disadvantage other applicants not known by the Committee. The only exception to this would be where a Committee member had knowledge that factual information presented in writing was erroneous and this was sufficiently serious to prevent a sound decision being made without further investigation.

Therefore all relevant information to be considered must be stated by the candidate, proposer and/or seconder within the application form, including detail such as dates, numbers, and individual contribution and impact where relevant. Candidates may wish to seek advice from their proposer and/or seconder, or another Fellow, on how best to present their own evidence in support of a successful application for Fellowship.

Process for Fellowship

1. The submission must be supported by a proposer and seconder and both must be **Fellows** (NOT Honorary Fellows) of the FOM.
2. Candidates may seek a proposer and seconder if the approach has not been made the other way round.
3. There is an obligation on Fellows to support only those applications where they have personal knowledge of the candidate of a nature that allows them confidently to recommend the candidate for Fellowship.
4. The candidate should complete Parts A and B of the form.
5. There are 10 sections to be answered in Part B of the form. They represent aspects of professional and FOM life which the Fellowship Committee considers to be relevant for deciding eligibility for the award of Fellowship. **It is important that each section is answered as comprehensively but succinctly as possible, within the specified word limit**, but the focus should be on activities since the candidate became a Member of the FOM. Some contribution in the fields of education, training or research would normally be expected. **It is crucial for the candidate to provide evidence of the impact that their work and contribution has made.** The Fellowship Committee bases its recommendations entirely on the information on the form, and particularly the evidence of achievement and impact that is provided.

6. A detailed curriculum vitae should **not** be attached. If a candidate has a long list of publications, only the most significant should be given. Greater weight is normally given to articles in refereed journals.
7. The candidate should pass their completed sections to their proposer and then to their seconder for completion of Parts C and D respectively for onward submission to the Registrar at the FOM office. Where possible, the proposer and seconder should be familiar with the work of the candidate in their day job and the other should be able to give a perspective on the candidate's wider contribution.
8. The comments made by the proposer and seconder form an important part of the evidence considered by the Fellowship Committee. The proposer and seconder are asked to focus on providing evidence of anything the candidate has omitted, providing any additional evidence available to them of the impact that the candidate's practice has made and providing their reasons for recommending the candidate for Fellowship.
9. The submission must be recommended by the Fellowship Committee and approved by the Board of the FOM. Candidates will be informed in writing of the outcome following the Board meeting at which the recommendations are considered, including feedback if Fellowship has not been awarded - proposers and seconders will also be notified.
10. The decision of the Board is final and not subject to appeal.

Election to Honorary Fellowship of the FOM

Election to **Honorary Fellowship** is the FOM's opportunity to recognise those outwith the FOM, and indeed often outwith medicine, who have made an outstanding contribution to the science or practice of occupational medicine. The FOM particularly welcomes nominations for candidates working in developing or newly industrialising countries who are making a significant impact on the practice of occupational medicine.

Criteria for Honorary Fellowship

The following criteria must be met for election to **Honorary Fellowship**:

1. Candidates should be eminent in an appropriate professional field;
2. They should have made an exceptional contribution through research, teaching or professional endeavours to the science or practice of occupational medicine;
3. Award of Honorary Fellowship should, ideally, benefit the FOM through enhanced links, collaboration or other partnership to further the work of the FOM. The Fellowship Committee will take into account the proposer and seconder's views on the potential that exists for this to occur.

Process for Honorary Fellowship

1. The nomination must be initiated and supported by a proposer and seconder and both must be **Fellows** (NOT Honorary Fellows) of the FOM. The nominee should not be informed.
2. The proposer should complete Parts A, B & C of the Honorary Fellowship nomination form, providing factual information in support of their nominee for consideration by the Fellowship Committee.

3. The form gives a brief outline of the areas to be covered. The proposer should provide as comprehensive an account of their nominee's eminence and relevant achievements as possible, as the Fellowship Committee's recommendations are based largely on the information provided on the form.
4. Having completed Parts A, B and C of the form, the proposer should seek out a seconder – also a **Fellow** (but NOT an Honorary Fellow) to support the nomination by completing Part D.
5. The nomination must be recommended by the Fellowship Committee and approved by the Board of the Faculty.
6. If successful, candidates will be informed in writing of the outcome following the Board meeting at which the recommendations are considered. Proposers and seconds will be notified of the outcome also and, where appropriate, will be required to provide the citation (about 500 words) to be read at the Annual General Meeting when the certificate of Honorary Fellowship is presented.
7. The decision of the Board is final and not subject to appeal.

General information for proposers and seconds

1. The proposer and seconder must be in good standing that is:
 - have paid all fees and subscriptions due to the FOM;
 - have signed a declaration of faith as required by the Governance Regulations;
 - have complied with the minimum requirements of the FOM's or other comparable continuing professional development scheme, i.e. that of another medical FOM or College. For those making returns to the FOM this means they must either have submitted a CPD return for the period 1 April 2017 – 31 March 2018 and received a certificate to confirm this or completed the CPD online diary; if the submission is to another FOM or College, they must provide a certificate or other evidence of CPD compliance for their most recent 12 month CPD period. Where applicable, CPD certificates from other organisations must be submitted with the application. The CPD requirement is zero if the proposer or seconder has retired and has no income from medial practice and related work, including medico-legal and expert witness work;and, if they hold a licence to practise in the UK, must be fully engaged with the revalidation process.
2. Fellows are limited to proposing and/or seconding a maximum of three candidates in total (for Fellowship and Honorary Fellowship) a year. There is an obligation on Fellows to support only those applications where they have personal knowledge of the candidate of a nature that allows them confidently to recommend the candidate for Fellowship.
3. The President, Registrar and Past-President (Chair of the Fellowship Committee) may not propose or second candidates.
4. Other Fellowship Committee members may propose or second applications but will take no part in the discussion of that application.