

# AHCS Hon. Fellows Nomination Guidance

Version 2.0

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Doc Ref #061

# The Nomination and Appointment of Honorary Fellows

## 1. Introduction:

- 1.1 This document describes the AHCS policy and procedure for the nomination and appointment of Honorary Fellows.
- 1.2 It is the policy of the AHCS to appoint small numbers of Honorary Fellows in recognition of their outstanding contribution to the Academy and/or to the wider field of Healthcare Science.
- 1.3 The appointment of Honorary Fellows is a responsibility of the AHCS Professional Council and is based on the assessment of nominations submitted in compliance with the procedure described in this document.

## 2. Honorary Fellowship of the Academy:

- 2.1 Eligibility criteria for an individual to be considered as an Honorary Fellow are:
  - a. An outstanding contribution, in a leadership role, to the formation, development and operation of the AHCS *and/or*
  - b. An outstanding contribution, in a leadership role, to the development and delivery of Healthcare Science at UK level or at the level of one of the four nations of the UK. International nominations may be considered if the contribution has influenced delivery in the UK. *and/or*
  - c. An outstanding contribution, in a leadership role, to the promotion of the contribution of Healthcare Science at UK level or at the level of one of the four nations of the UK. This may include promotion within the profession and/or raising public awareness of Healthcare Science (e.g. Healthcare Science Week; National Pathology Week; Big Bang; public campaigns).
- 2.2 Individuals who have worked for the AHCS either as a member of staff or in a voluntary capacity may also be eligible for Honorary Fellowship. This would normally require an outstanding contribution over a minimum period of five years.
- 2.3 Honorary Fellowship may be awarded to an individual who is not a registrant of the AHCS.

## 3. Nomination Procedure for Honorary Fellowship:

- 3.1 The AHCS Council will issue an annual call for nominations. This call for nominations will be issued through the website and newsletter of the Academy. The call for nominations will include a closing date for the receipt of nominations.
- 3.2 Nominations may be submitted by members of the public, healthcare organisations, professional bodies, public bodies or by AHCS Officers and Council Members.
- 3.3 Nominations should be confidential and be known only to the minimum number of people. The nominee should not normally be aware of the nomination.
- 3.4 Nominations must be submitted using the Nomination Form (Appendix A), be signed by the nominator, and be accompanied by:
  - a. A detailed account of the outstanding contribution of the nominee, in accordance with the eligibility criteria
  - b. Details of the nominator and his/her relationship to the nominee
  - c. The names and contact details of two persons who have knowledge of the nomination and who are willing to provide independent information and/or advice to the AHCS on the nomination. These referees will be contacted by the AHCS on a confidential basis.
  - d. A copy of the current Curriculum Vitae of the nominee.
- 3.5 Nominations must be submitted to the AHCS by the published closing date.

## 4. Assessment of Nominations for Honorary Fellowship:

- 4.1 Submitted nominations will be assessed by the AHCS Nominations Group. The purpose of this assessment is to determine compliance with the eligibility criteria for Honorary Fellowship. Members

of the Nominations Group will be established Honorary Fellows who represent the breadth of Healthcare Science. No member of the Nominations Group may be involved in the assessment of a nominee to whom they are related, or with whom they have worked closely in a professional or personal capacity.

- 4.2 Eligibility with the criteria for Honorary Fellowship will require the support of a minimum of three Nominations Group members and at least 75% of those submitting assessments.
- 4.3 The Nominations Group will supply the AHCS Council with a list of nominations that have been assessed to be in accordance with the eligibility criteria. The Nominations Group will also send the AHCS comments on nominations that did not meet eligibility criteria so that feedback may be provided to the nominator.

## **5. Award of Honorary Fellowship:**

- 5.1 The AHCS Council will determine which of the nominations shall be offered Honorary Fellowship. The decision of the Council is final.
- 5.2 The AHCS will notify the new Honorary Fellows of their award and arrange a suitable occasion for the presentation of a certificate that confirms the award.
- 5.3 The list of Honorary Fellows will be recorded on the AHCS website and updated regularly.
- 5.4 The AHCS will give confidential feedback on nominations that did not meet eligibility criteria to the nominators

## **6. Role of Honorary Fellows:**

- 6.1 Honorary Fellows will be invited, where appropriate, to promote the role of the AHCS in assuring high standards of Healthcare Science in the UK
- 6.2 Honorary Fellows will be invited to participate in the Fellows Forum. The Forum will use the collective experience, knowledge, understanding and opinion of the Honorary Fellows to as requested by Council to advise and counsel the and Council on a range of Healthcare Science issues, including but not restricted to:
  - Work force
  - Education and Training
  - Regulation and registration
  - Statements on Healthcare issues related to healthcare science
  - Healthcare consultations

The Forum will operate by email. The AHCS President will be responsible for the operation and governance of the Forum.

**Nomination Form for Honorary Fellowship of AHCS**

- 1. Name of person making the Nomination (Nominator): \_\_\_\_\_
  - 2. Position held by Nominator: \_\_\_\_\_
  - 3. Relationship of Nominator to Nominee: \_\_\_\_\_
  - 4. Contact details of Nominator:
    - Address: \_\_\_\_\_
    - Telephone: \_\_\_\_\_
    - Email: \_\_\_\_\_
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- 5. Name of person being nominated (Nominee): \_\_\_\_\_
  - 6. Position held by Nominee: \_\_\_\_\_
  - 7. Contact details of Nominee:
    - Address: \_\_\_\_\_
    - Telephone: \_\_\_\_\_
    - Email: \_\_\_\_\_
  - 8. Is the Nominee a registrant with AHCS?                      Yes/No
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9. Describe in detail how the Nominee meets the eligibility criteria for Honorary Fellowship (max 1000 words):

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10. List two referees who the AHCS can contact for independent advice on this nomination:

Referee 1:

Name: \_\_\_\_\_

Position held: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Referee 2:

Name: \_\_\_\_\_

Position held: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

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11. Submission of Nomination:

I confirm that:

- The information contained in this nomination is accurate:
- That I have included a copy of the current Curriculum Vitae of the Nominee:

Signature of Nominator: \_\_\_\_\_

Date of submission: \_\_\_\_\_

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12. Email the completed Nomination by email to: [admin@ahcs.ac.uk](mailto:admin@ahcs.ac.uk) to arrive by 30th November, 2018.