

AHCS Hon. Fellows Nomination Guidance

18 August 2021

Doc Ref #061

The Nomination and Appointment of Honorary Fellows to the Academy for Healthcare Science

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 a maximum number of 10 Honorary Fellows per annum in recognition of their outstanding contribution to the Academy and / or the wider field of Healthcare Science.
- 1.3 Eligibility criteria are described in section 2 below.
- 1.4 The appointment of Honorary Fellows is a responsibility of the AHCS Professional Bodies 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 for Honorary Fellow are an outstanding contribution:
 - a. To the formation, development and operation of the AHCS. *and/or*
 - b. To the development and delivery of Healthcare Science in the UK. International nominations can be considered if the contribution has influenced the delivery of healthcare science in the UK. *and/or*
 - c. To the significant promotion within the profession and/or in raising public awareness of the contribution of Healthcare Science in the UK. *and/or*
 - d. By individuals who have worked for the AHCS, either as a staff members or in a voluntary capacity.
- 2.2 Honorary Fellowship is not restricted to AHCS registrants.
- 2.3 Honorary Fellowship is not available to any current members of the Professional Bodies Council. Former members of the Professional Bodies Council may be nominated after a period of 1 year from stepping down from the Council.

3. Nomination Procedure for Honorary Fellowship

- 3.1 The AHCS will issue an annual call for nominations through the website, social media channels, the newsletter, VOX, and by e mail to the Presidents and CEOs of the Academy's member organisations.
- 3.2 Nomination is a 2 stage procedure.
 - Stage 1 submission comprises:
 - Completion of Form A, signed by the nominator
 - Name of the nominator, affiliation(s) and contact details
 - Name of the person being nominated, nothing more

- Maximum 250 words of why the nominee is worthy of Honorary Fellowship of the AHCS. The final 50 words should be bullet point highlights of the CV of the nominee
- Once the assessment of stage 1 is completed, the supporting statement will be deleted.

Stage 2 submission comprises:

- Completion of Form B signed by nominator and additional supporter
- Confirmation that the nominee is willing to be considered for Honorary Fellow of AHCS
- Curriculum vitae of nominee
- Expansion of the 200 words stage 1 submission to a maximum of 1000 words
- Signature of an additional supporter
- Submission of the stage 2 nomination within the deadline

3.2 Timescales for the nomination, assessment and award of Honorary Fellowship nominations

Timescales for Honorary Fellowship nomination, assessment and award are as follows:

1 st February	Call for Stage 1 nominations
15 th March	Close of Stage 1 nominations
15 th April	Assessments of Stage 1 nominations completed and nominators of those proceeding to Stage 2 informed
1 st June	Stage 2 nominations closed
15 th July	Assessments of Stage 2 completed. Nominators and nominees informed of outcomes
TBD	Awards ceremony, date fixed annually

3.3

Nominations may be submitted by members of the public, healthcare organisations, employers, professional bodies, public bodies, AHCS Officers and Council Members. Self-nominations will not be considered.

3.4 Nominations should be confidential and be known only to the nominator, supporter and AHCS Honorary Fellowship Panel members.

Stage 1 nomination, the nominee must not be aware of the nomination.

Stage 2 nomination, the nominee will be aware of the proposed nomination as they will be required to agree to be nominated and supply a CV.

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 for both Stage 1 and 2 will be assessed by the Honorary Fellowship Panel of the AHCS Professional Body Council comprising the President / Chair of the AHCS Professional Body Council and a minimum of 1 additional AHCS Professional Body Council member.

No member of the panel 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 The purpose of the Stage 1 assessment is to determine compliance with the eligibility criteria and suitability for Honorary Fellowship based solely on the 250 word submission from the nominator. The question for the panel at this time is whether or not the nominee progresses to Stage 2 of the process.

4.3 The purpose of Stage 2 assessment is to consider the nominee's CV and the nominator's expanded recommendation. The question for the panel at this time is to decide to make a recommendation to the Professional Body Council for Honorary Fellowship or not.

4.4

If the panel recommendation is for Honorary Fellowship to be awarded, the AHCS Professional Bodies Council must confirm the award

5. Award of Honorary Fellowship

5.1 The President / Chair of the AHCS Professional Body Council will notify (via AHCS Admin) the new Honorary Fellows of their award and arrange a suitable occasion for the presentation of a certificate that confirms the award.

5.2 The President / Chair of the AHCS Professional Body Council will write to the nominators and proposers of successful nominees to thank them for making the nomination.

5.3 The list of Honorary Fellows will be recorded on the AHCS website and updated as required.

6. Nominations not recommended for Honorary Fellowship

6.1 If a Stage 1 nomination does not progress to Stage 2, the President / Chair of the AHCS Professional Body Council will write to the nominator, thanking them for the submission stating that the nomination has been unsuccessful. The nominee should be unaware of the nomination at this stage, hence no requirement to contact the nominee.

6.2 In the event of an unsuccessful nomination at the end of stage 2, the President / Chair of the AHCS Professional Body Council will write to the nominee with confidential feedback and also write to thank the nominator and supporter.

6.3 In case of an unsuccessful nomination at either stage, a nomination may be made the following year, hopefully taking account of the feedback received. Nominations can be made in two successive years after which a nomination will not be accepted without a minimum of 1 year without a nomination e.g.

2019 Nomination unsuccessful

2020 Nomination unsuccessful

2021 No nomination allowed

2022 Nomination can be made

7. Role of Honorary Fellows

7.1 Honorary Fellows will be invited, where appropriate, to promote the role of the AHCS in assuring high standards of Healthcare Science in the UK.

7.2 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, if requested by the AHCS Professional Body Council, to advise on a range of Healthcare Science issues, including but not restricted to:

- Workforce
- Education and training
- Regulation and registration
- Statements on healthcare issues related to Healthcare Science
- Healthcare consultations.

The Forum will operate by email. The governance of the Forum is the responsibility of the Professional Bodies Council. The President / Chair of the AHCS Professional Body Council will be responsible for the operation of the Forum.

Form A
Stage 1 Nomination Form for Honorary Fellowship of AHCS

I, (please print) _____

Current position _____

Address _____

Telephone _____

Email _____

wish to propose

for advancement to Honorary Fellowship of the Academy for Healthcare Science. I have enclosed a written testimony of why the nominee is worthy of Honorary Fellowship of the AHCS.

NB The maximum number of words for the stage 1 process is 250.
The final 50 words should be bullet point highlights of the nominee.

Form B
Stage 2 Nomination Form for Honorary Fellowship of AHCS

I, (please print) _____

Current position _____

Address _____

Telephone _____

Email _____

wish to propose

for advancement to Honorary Fellowship of the Academy for Healthcare Science. I have enclosed the CV of the nominee and a written testimony of why the nominee is worthy of Honorary Fellowship of the AHCS.

NB The maximum number of words for the stage 2 process is 1000.

I confirm that I have spoken with the nominee who is prepared to be nominated for Honorary Fellowship of AHCS. The nominee has confirmed that AHCS can process their data.

If the nominee is a member of a professional body, please state here

I confirm that the information contained in this nomination and supporting statement is accurate.

Signature of Proposer _____

Name of supporter _____

Current position _____

Address _____

Telephone _____

Email _____

Signature of Supporter _____

Date of submission _____

The completed Stage 2 Nomination Form and other documents to be emailed to admin@ahcs.ac.uk to arrive by the notified deadline.