

Guidance note for Proposers, Seconders & Candidates

Nomination of Non-Membership candidates for election to Fellowship (ie candidates who do not hold MRCP(UK), MRCP(Edin) or MRCPCH)

These guidelines relate to the procedure for election to the Fellowship of this College for candidates who do not hold MRCP(UK), MRCP(Edin) or MRCPCH.

- When completing the online nomination form, proposers should upload a full and up-to-date copy of the candidate's curriculum vitae together with any letters of support from other Fellows, or other accompanying papers. It is vital that the Curriculum Vitae contain the information required for nomination. ***Please see CV template, and page 4 for guidance on the information to be included in the curriculum vitae.***
- Proposers are asked to seek the agreement of the seconder of the nomination in advance of completing the online nomination form.
- Proposers are asked to inform their candidates that, if successful, they will become liable to pay the annual subscription and a one-off Fellowship fee of £150.
- Election to Fellowship is by no means automatic and Council may not approve all candidates. In order to avoid any embarrassment with candidates, the College will not communicate with candidates until the nominations have been to and approved by Council, at which point they will be asked to complete a consent form and pay the Fellowship Fee.
- Candidates who are turned down by Council will not receive any communication from the College, but proposers will receive letters to inform them of Council's decision.
- Proposers are also asked to indicate whether their candidate has had any criminal or disciplinary proceedings.
- Publications must be listed fully and a full citation provided.
- Nominations which are not completed in full are unlikely to be approved by Council.

CRITERIA

The criteria for election to Fellowship by this route are outlined below. This procedure is applicable to those individuals who do not have the MRCP (UK), MRCP (Edin) or MRCPC. The following is an extract from the Laws of the College:

The Fellows of the Council may recommend for election to the Fellowship medical graduates or Licentiates who are not Members of the College provided that their contribution to medical practice is especially meritorious. Fellows of the Council may also recommend for election to the Fellowship other persons of exceptional distinction.

Candidates nominated under this route should be made aware that, if they are successfully elected for Fellowship, they will be liable to pay an annual subscription in addition to a one-off Fellowship fee. The criteria for the election of non-Members to Fellowship were recently revised by the Fellowship Committee and Council and include the following:

- 1 Membership of a UK Royal College.
- 2 Holding a Consultant post or equivalent grade for 4 years or more, although candidates in the UK who have held an NHS Consultant post *for a minimum of 2 years* are also eligible for consideration. Council has agreed to this because all applicants for NHS Consultant posts must attend an Advisory Appointment Committee (AAC), which always includes a Royal College representative.
- 3 Having 5 or more publications in national journals in the country where he/she currently practises, OR in a country where he/she has previously practised.
- 4 Any international journal publications. International journals are those listed in index medicus.
- 5 Teaching at under or post graduate level – the Committee will recognise:
 - (i) a regular commitment
 - (ii) above average activity/performance at postgraduate (such as multiple successfully supervised theses) or undergraduate (such as recognition by student body or University) level
- 6 Active research relevant to medicine.
- 7 Service development initiatives in health care including work with voluntary sector or community settings (over and above routine work commitments).
- 8 Office bearer role in national bodies (not membership) (ie President, Vice President, Treasurer, Chair, Secretary, Registrar).
- 9 **Non-medical candidates only:** If a non-physician, how has the candidate excelled in an area connected with medicine? *Non-medical candidates should generally have some medical connection.*

Proposers are also asked to note that:

- Proposers must have personal knowledge of their candidates' professional work.
- Candidates should not be in a phase of their career where they could use the Fellowship to advance their careers.
- Candidates should have attained a substantive permanent post with complete responsibility for patient care (ie be of consultant-equivalent status).
- Candidates would normally be well established in their own consultant careers.
- Normally, having failed the Membership Examination in the past would be considered an important factor against the election of non-Members but if, in the view of the Fellowship Committee, the individual was now of sufficient distinction, that would not be an absolute bar.
- SAS doctors should have been in post for a minimum of 5 years.

Other candidates: Other persons of exceptional distinction may be elected under this category, including non-medical candidates who should generally have some medical connection.

How to submit a nomination:

- Nominations should be submitted using the appropriate online nomination form. Candidates' CVs, any letters of support or any other accompanying information may be uploaded when completing the online form. Please go to <http://www.rcpe.ac.uk/membership/fellowship> and click on the link which will take you to the nomination forms (Fellows' log-in required).
- Enquiries about Fellowship nominations or the procedure for putting forward nominations should be directed to Avril Harries (telephone: + 44 (0) 131-247 3650, e-mail: a.harries@rcpe.ac.uk, fax: + 44 (0) 131-226 6124).
- Nominations may be submitted at any time of the year. They are examined by the Fellowship Committee which then makes its recommendations to Council. Council may or may not accept the Committee's recommendations. If accepted, the candidates' details are then circulated to the Fellows, who may send in comments on individual candidates for the attention of Council.

*Professor Mark W J Strachan FRCP Edin
Secretary*

ROYAL COLLEGE OF PHYSICIANS OF EDINBURGH

INFORMATION TO BE INCLUDED IN CURRICULUM VITAE

Proposers of non-Membership candidates for election to Fellowship are asked to ensure that the following information (where applicable) is included in their candidates' CVs.

Please see sample CV template on Fellowship nomination page

Candidates should include the following information:

1. **Personal Data:** Place of birth; citizenship, if applicable.
2. **Current Post** and Other relevant roles
3. **Education, qualifications and Fellowships:** Including university undergraduate, and postgraduate degrees (indicate dates).
 - a. **Postgraduate Training:** Internship, residencies, fellowships (places and dates).
 - b. **Faculty Positions Held:** (places and dates).
 - c. **Hospital Positions Held:** (places and dates).
 - d. **Board Certification:** General Medical and Specialty Boards (indicate date received).
 - e. **Current License(s) to Practice, if appropriate:** States/countries and dates.
4. **Current Active Research & Relevant Publications**
5. **Role in Medical Education** (Teaching / Training / Assessment / Curriculum Development)
6. **Active Service Development / Quality Improvement Initiatives in healthcare**, including work with voluntary sector or community settings

Where applicable, please also include the following:

1. **Honours:** eg Phi Beta Kappa, Sigma Xi, Young Investigator Awards, Teaching Awards, Prizes etc.
2. **Fellow/Membership of Colleges:** eg FRCP(Glasg), FWACP, FACP, FCPS(Pak), MCPS(Bang), MRCPI.
3. **Qualifications:** eg MMedSc, MSc, PhD, DM(Neurol), DPH, DTM&H.
4. **Any past or present office in a national specialist society:** Any offices (eg President, Vice President, Secretary, Treasurer or equivalent) held either now or in the past in a national professional society – these positions should be clearly differentiated on the CV from *memberships* of national specialist societies.
5. **Teaching Responsibilities:** The College greatly values active involvement in teaching and training. Indicate role in teaching programmes and committees. List any specific courses, specific responsibility and percentage of responsibility if shared course. List recent CME. List trainees during last 5 years, if primary mentor.
6. **Editorial Responsibilities:** List Editorial Boards.
7. **Special National Responsibilities:** Study sections, training grant committees, American Heart Association, and other similar responsibilities.
8. **Special Local Responsibilities:** University and hospital committees.
9. **Research Funding (current and pending):** Sources, dates, dollars and PI, including Training Grants.
10. **Bibliography**
 - Manuscripts in Refereed Journals with authors listed in the order they appear in the original publication. Include manuscripts in press (ie accepted for publication).

- Book chapters.
- Published books, videos, software etc.
- Other publications (eg in non-refereed journals and letters to the editor).
- Manuscripts submitted, listed separately with date of submission.
- Abstracts.
- National invitational lectures etc.