

Honorary F**ellowship**

Nomination Pack



20 January 2022

Dear CSP member,

Thank you for downloading a copy of the Society’s newly updated **Honorary Fellowship** Nomination Pack.

We are delighted that you wish to honour a colleague for making an exceptional contribution to the advancement of the profession of physiotherapy.

Before you start your nomination, we ask that you **please read the following**, which will hopefully be informative:

**Practical information on the changes to the new Honorary Fellowship nomination pack:**

The nomination pack has been updated with the aim of making the nomination process more accessible. We have divided the nomination pack so that **each type of fellowship nomination** (Fellowship, Honorary Fellowship and Fellowship by Self-nomination) **now has a designated nomination pack and associated guidance:**

You should find within this nomination pack all the information you need to make a nomination for **Honorary Fellowship**.

Please ensure that the colleague you wish to nominate is **eligible for the nomination** (please see p. 5). Also, we highly recommend reading through sections **2.** **Criteria for Honorary Fellowship award** (pp. 6-7) and **3. Process for Honorary Fellowship nomination** (pp. 7-8) before starting on the nomination form. We also hope you will find the **flow chart (p. 9)** **showing the** **nomination process** helpful.

Throughout the nomination form, we have added **guidance text marked with** **dark blue**. Please ensure you read this before filling in the form (pp. 12 – 18) alongside **the Guidance for filling in the nomination form** (p.11-12).

Should you wish to **make a nomination for** **Fellowship or nominate yourself for Fellowship, please do not use this form**. The appropriate nomination pack can be found and downloaded here: <https://www.csp.org.uk/about-csp/how-we-work/awards>

**Guidance, advice & support**

The panel recognises that making a nomination is a great deal of work. The panel **wish to improve and promote equal opportunities, inclusivity and diversity.**

**If you experience or anticipate any barriers within the nomination process or require help to make a nomination or access information, please contact us by emailing:** [professionalawards@csp.org.uk](mailto:professionalawards@csp.org.uk).

Requesting advice, guidance and/or support **will not affect the assessment of your nomination**.

**All nominations are reviewed by the panel in redacted form**. For more details on the redaction process, please see Blind Submission and redaction of identifying data (p. 11).

The panel is in the process of **reviewing the next steps to ensure equality, diversity and inclusivity**. More information on this will be posted the on the CSP website in the near future: <https://www.csp.org.uk/about-csp/how-we-work/awards>

**Submission deadlines of 2022 & submission format**

Nominating a colleague for a professional award is a **rolling opportunity** and openings happen a minimum of twice yearly, so if it is not the right time for you just now, **there will be chances to nominate again in the future.** All nominations submitted in 2021, should they be successful, will be awarded in 2021.

Please be aware that should you submit a nomination that is not successful you will be able to **resubmit a nomination for the same colleague after two years**.

There are two opportunities to **nominate your colleague in 2022.** The submission deadlines are:

* **Tuesday 1 February 2022**
* **Friday 1 July 2022**

Completed nomination forms should be **submitted in digital format** (word document or PDF), using digital signatures and emailed to: [professionalawards@csp.org.uk](mailto:professionalawards@csp.org.uk).

We look forward to receiving the completed nomination in due course.

If you have any queries, please do not hesitate to contact us,

Best wishes,

**The Professional Awards Panel,**

**The Chartered Society of Physiotherapy**

**CSP Honorary Fellowship nomination pack 2022**

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By pressing the ‘Ctrl’ key and clicking on a table of content headline simultaneously, you can prompt yourself directly to the relevant information needed.

# 1. Eligibility for Honorary Fellowship nominations and nominators

**Nominators**

**must be Fellows or full members of the CSP**

**Honorary Fellowship Nominees**

**Does not have to be a CSP member.**

(Evidence of10 years activity & achievements should still be provided)

# *Honorary Fellowship regulations, rights and privileges*

* 1. *Honorary Fellowships are awarded by the CSP Council on the recommendations of the Professional Awards Panel, in accordance with the Royal Charter, bye-laws and regulations.*

Should you **wish to know more about the** **rights and privileges** **of Fellows,** please visit the CSP website to read about this in **the bye-laws** of the Chartered Society of Physiotherapy: <https://www.csp.org.uk/documents/royal-charter-and-bye-laws>

# 2. Criteria for Honorary Fellowship award

# *Honorary Fellowship criteria*

**2.1** A nominee for an award of Honorary Fellowship would be **an eminent person not eligible for a Fellowship**, who has made an **exceptional contribution** to the advancement of physiotherapy or rendered distinguished service to the profession.

Our **mission** for the CSP

**To transform the health and wellbeing of individuals and communities by empowering our members and exerting our influence.**

Our **vision** for physiotherapy

**To transform lives, maximise independence and**

**empower populations.**

# *Definition for Honorary Fellowship criteria*

* 1. There are two main criteria that nominations will be assessed against:

1. **Contribution to the advancement of the profession in their area of expertise furthering the aims of the CSP.**

This relates to how their work has influenced both thinking and practice within or about the profession and the extent that new concepts/practices have been introduced. There are three areas in this criterion:

* **Furthering the aims of the CSP and/or the profession**
* **Innovation**
* **The type and scale of the outputs/activities**

1. **Breadth of impact**

This criterion is the **most important element of the submission** and relates to evidence of the breadth (the scale) of the impact the nominee’s work has resulted in and particularly beyond their local sphere of influence. There are two areas in this criterion:

* **Impact**
* **Influencing the thinking, strategy and practice of others**

It is important to note that both of these criteria and their associated sub-sections will be assessed and scored in terms of their **validity** i.e. to what extent and how the evidence has been validated and by whom.

Members of the Professional Awards Panel use a score sheet **(Appendix – Sample score sheet – Assessment of Honorary Fellowship submissions, pp. 19 – 21)** when assessing submissions for an Honorary Fellowship;

**Criterion a)** can be allocated a score between 0-10 and **criterion b)** between 0-14.

The **nomination form with embedded guidance** is included in this pack to assist nominators in ensuring that, as far as possible, all relevant information is included and can be assessed by the Panel.

# 3. Process for Honorary Fellowship nomination

**3.1** Nomination of a person for an Honorary Fellowship should be made by three members of the CSP. The nomination should provide evidence that addresses the **criteria in 2. Criteria for Honorary Fellowship award**. The process for an **Honorary Fellowship** nomination is outlined as a **flowchart** **(p.9).**

**3.2** The proposed nominee may be told that a nomination is being put forward and sometimes this is unavoidable if they hold the information required to support the nomination. Equally, the nomination can be kept confidential to avoid raising hopes which might not be fulfilled.

**3.3** If you intend to put forward a colleague for an Honorary Fellowship and you wish to discuss the nomination process or the form, **advice is available** either from the Director of Practice and Development at the CSP or a member of the panel, whose names can be obtained by emailing: [professionalawards@csp.org.uk](mailto:professionalawards@csp.org.uk)

# *The Role of the Professional Awards Panel*

**3.4** Nominators should assume that the members of the Professional Awards Panel have no previous knowledge of the nominee. All the **relevant information and evidence** to support the proposal must be **documented** **on the nomination form**. In order to be **fair and objective**, the panel assess nominations in redacted form and ask that nominators only use the nominee's name where specifically requested. The Panel agenda always includes an item on **conflicts of interest**.

# *Deadlines & Timescales*

**3.5** The Panel meets at least twice a year. To be considered at a Panel meeting, a nomination must be received **at least** **four weeks** **prior** to the meeting. This deadline is required to ensure that panel members have adequate time to consider all nominations prior to meetings.

**3.6** Nominations supported by the Professional Awards Panel are then **submitted to Council for approval**. A nominee whose award is approved by Council is eligible to receive their Honorary Fellowship at the next scheduled **CSP Awards Event**.

**3.7** **Feedback and advice** from the Professional Awards Panel is offered for any nominations that are **not successful**.

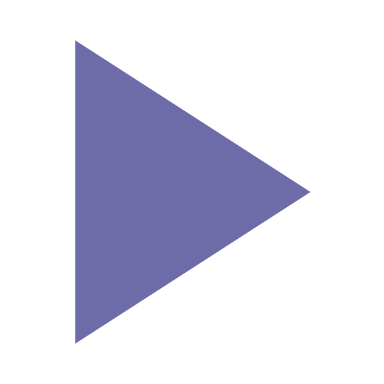
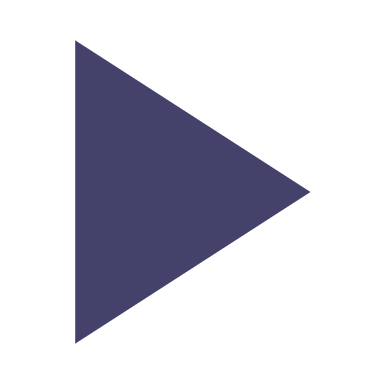
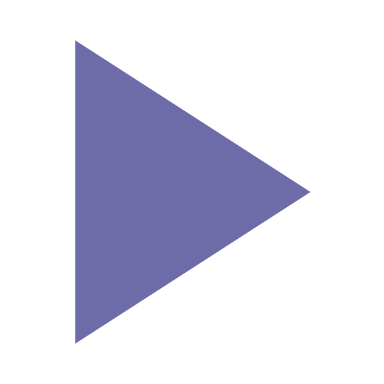
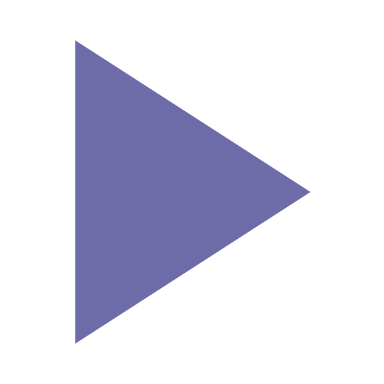
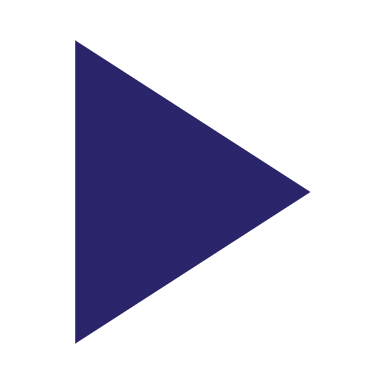
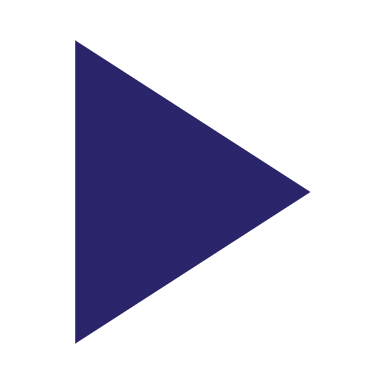
# Flowchart – Process for Honorary Fellowship nomination

**Honorary Fellowship**

**awarded**

at CSP Awards Event

Nominator and nominee **notified.**



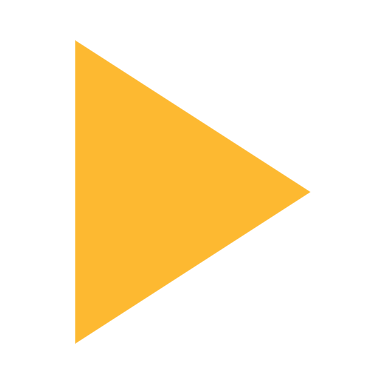
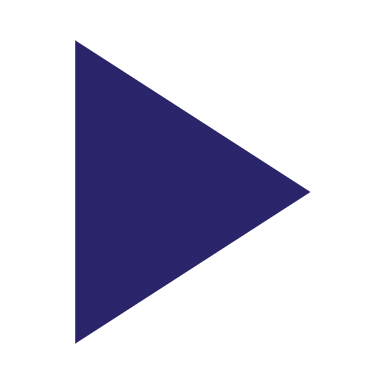
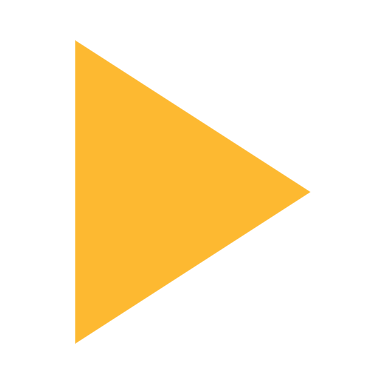
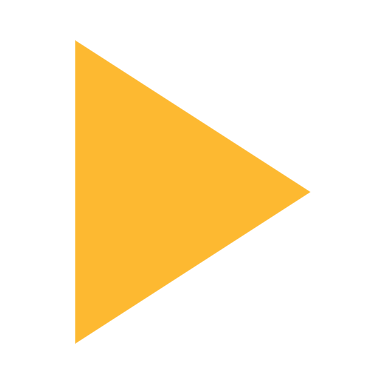
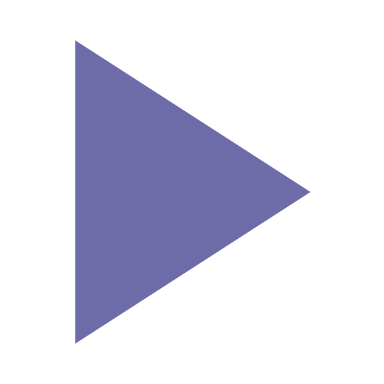
**Award recommended** to Council

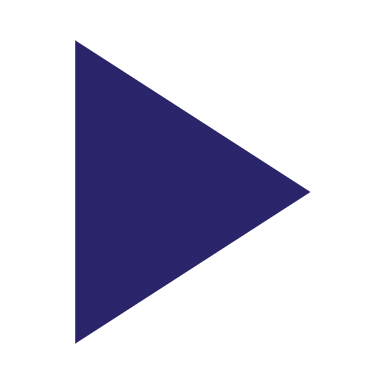
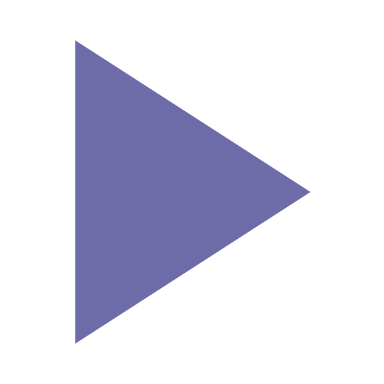
Council **approves**

**Nomination considered** by the Professional Awards Panel (PAP)

The PAP admin officer acknowledges **receipt** and ensures **requirements are fulfilled**.

The Principle nominator **submits the nomination** form

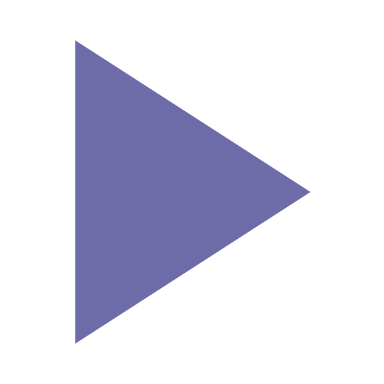


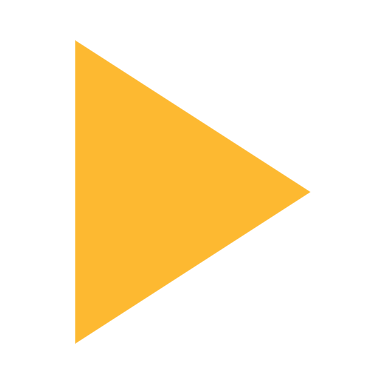
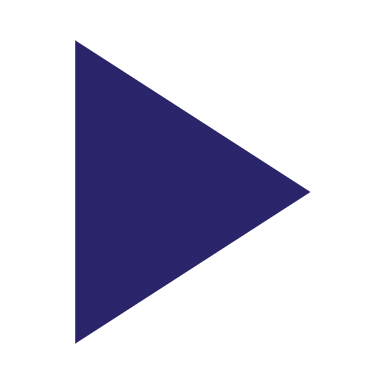


**Invalid** nomination\*

**Nomination rejected**

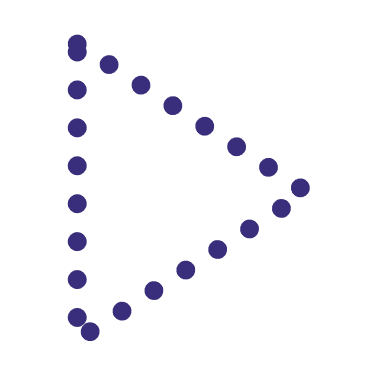
Nominator notified and asked to **resubmit the nomination**





Additional **evidence required** \*\*

PAP **feedback to nominator**



Nominator may **resubmit after a**

**2-year** period

**\*\***Should a nomination **score between 12 – 17.99** at panel assessment, the panel will ask for **additional evidence** and resubmission of the nomination, **for review at the next panel meeting.**

Please see **Appendix – Sample score sheet – Assessment of Honorary Fellowship submissions** (pp.19-22) for more information on panel scoring.

the Professional Awards Panel (PAP)

**\*** A nomination will be **invalid** should one of the following be the case;

* The nominators are **not CSP members**
* The form incl. part 1 and part 2 is **not fully completed**
* The **wordcount exceeds 500 words** in the section **Summary overview** (p.14-15)
* The **CV exceeds six A4 pages** when using **no less than font size 11** (p.17)
* The **CV** is attached as a **separate document** (p.17)
* Proof of **10 years standing** is not provided through the CV (p.17)
* The nominator has not followed the **redaction requirements** for **part 2 of the nomination form** (pp. 14-18), mentioned under the section **Blind Submission and redaction of identifying data** (p. 11) and on page 14.
* the Professional Awards Panel (PAP)

# 4. General guidance for Nominators of Honorary Fellowship

# *Nominators*

**4.1** A single nomination form must be submitted, completed by all nominators and **coordinated by a principal nominator** who ensures that the nomination form is forwarded to the CSP.

The principal nominator will **guide the other nominators to comply with the criteria** laid down in the regulations, the instructions on the nomination form and the guidance in this pack. It is advised that each nominator should focus on a different aspect of the submission and that **duplication of information throughout is minimised**.

**All nominators must be current members of the CSP** and all information provided must be typed and supplied in digital format. All nominators should have first-hand knowledge of the nominee and be able to document their contribution to the profession.

In addition, **up to three supporting statements/testimonials can be provided from individuals who are not the nominators** but who have first-hand knowledge of the nominee and can endorse their contribution or supply additional information; for example, from colleagues, other health professionals, influencers; who may or may not be members of the CSP.

# *Criteria guidance*

**4.2** There are two main areas that the nomination will be assessed against:

* **Contribution to the advancement of the profession in the area of their expertise furthering the aims of the CSP**
* **The breadth of impact of their contribution**

Both of these will be assessed and scored in terms of their **validity** i.e. to what extent and how the **evidence has been validated**.

It is, therefore, important to provide information that is succinct as possible about the nominee and try to **explain what their actual contribution** in an area has been, as opposed to just listing jobs/posts held or listing publications.

Please note, the panel will review the submission **in light of the evidence of impact associated with the nomination**, therefore, ensuring that the specific examples you provide within the nomination form can clearly evidence this.

**Please do not send in examples of the nominee’s work**, although you may refer or link to publicly available material. Please note that any **information referencing the nominee's name will be redacted** e.g. links to an article stating the nominees’ name. We suggest referencing the material by for example stating the journal or media in which the nominee’s work has been published, showcased etc.

# 5. Guidance for filling in the Nomination form

**Embedded guidance**

The blue text is embedded guidance included in the form to **assist nominators** in ensuring that, as far as possible, all relevant information is included and can be assessed by the Panel.

**Filling in the form**

The nomination form consists of two parts;

* **Part 1 - Basic information & contact details**
* **Part 2 - Evidence of the nominee’s contribution and impact.**

Please ensure that all sections of the two parts are completed. **All information should be submitted via the form (incl. CV),** though Supporting statements/ testimonials can be submitted as separate documents attached to the submission email.

**If you experience or anticipate any barriers within the nomination process or require help to make a nomination or access information, please contact us by emailing:** [professionalawards@csp.org.uk](mailto:professionalawards@csp.org.uk).

Requesting advice, guidance and/or support **will not affect the assessment of your nomination**.

**Equality, Diversity and Inclusion (EDI)**

The panel wish to ensure that nominators are aware that **EDI work carried out by your colleague can be the reason you are nominating them.**

Please consider and inform the panel **(in part 2 of the nomination form)** if and how the nominee has addressed, championed and/or implemented change for EDI in their work or workplace, both through paid and volunteer opportunities.

**Blind Submission and redaction of identifying data**

All nominations are done by **‘blind submission’**, meaning that all identifying data such as name (incl. nominee, nominators and referees), age, gender, workplace and locations will be **redacted by the PAP admin officer before the nomination is presented to the panel**. For example, should the nominee work at a university, we will redact the name and location of the university, so it presents as ‘[name redacted] University in [location redacted]’. **In part 2** **of the nomination form (pp. 14-18)** we do ask that you **use XX instead of the nominee’s name** and use the **pronoun ‘they’/’their’** when filling in those sections.

# 6. Nomination form for Honorary Fellowship of the CSP

Please **use this form to nominate** your colleague for Honorary Fellowship. Please ensure **all sections of parts 1 and 2 are completed.**

To: The Chair, Professional Awards Panel, the Chartered Society of Physiotherapy (CSP).

By signing this form, we wish to propose for consideration by the Professional Awards Panel the following nomination for Honorary Fellowship of the CSP:

# *Part 1 - Basic information & contact details*

|  |  |
| --- | --- |
| **Nominee** | |
| **Name in full** |  |
| **Honours and degrees** |  |
| **Principal appointment** |  |
| **Main area of work** |  |
| **Address** |  |
| **Email** | Please ensure an appropriate email address is provided.  This will only be utilised should the nomination be successful. |
| **CSP Member no.** | Please add **‘Not a member’** should the nominee not be a CSP member. |

|  |  |
| --- | --- |
| **Principle nominator**  **(to whom all correspondence will be sent)** | |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Email** |  |
| **CSP member no.** |  |
| **Signature/ Date** | Please add a digital signature. |

|  |  |
| --- | --- |
| **Co-nominator 1** | |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Email** |  |
| **CSP member no.** |  |
| **Signature/ Date** | Please add a digital signature. |

|  |  |
| --- | --- |
| **Co-nominator 2** | |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Email** |  |
| **CSP member no.** |  |
| **Signature/ Date** | Please add a digital signature. |

# *Part 2 - Evidence of the nominee’s contribution and impact*

Please use **‘XX’ instead of the nominee’s name** and the **pronoun ‘they’/’their’** when filling in the sections below incl. the CV and the supporting statements/testimonials.

|  |
| --- |
| **Summary overview** |
| **Max. 500 words:** Please providea summary overview of the individual’s profile and standing, and why the nomination is being made. This should refer to the nominee’s uniqueness including what is special about their contribution. **Where has the nominee gone beyond the bounds of their job or the ‘extra mile’?**  For example, the following could be referred to **if appropriate**, where the nominee has:   * Provided a sustained commitment * Inspired * Led at a service level, regionally, nationally or internationally * Significantly improved care * Innovated * Been recognised by peers * Been a positive impact on safety * Role modelled * Advocated   Highlight the key area/s of contribution, **for example**:   * In leadership/management * Service delivery/improvement/innovation * Equality, Diversity & Inclusion (EDI) contribution * Research * Education * Clinical practice * Trade union work * And/or other key area/s   Please add your **Summary overview** here: |

|  |
| --- |
| **Areas of contribution** |
| This section is to **provide a high-level view of the nominee’s** **main area/s of contribution**. The list below provides examples, and the nominee may have demonstrated contribution in one or more areas.   * Clinical practice/service delivery * Service development/improvement/innovation * Equality, Diversity & Inclusion (EDI) contribution * Leadership/management * Research/evidence into practice * Education * CSP networks/Country Boards * Union/staff side work * Policy and strategy development * Voluntary * Other (Specify)   Please add your text on the nominee’s **Areas of contribution** here: |

|  |
| --- |
| **Contribution to the advancement of the profession** |
| This section should **describe the contribution that the nominee has made in the area/s of their expertise.** Please make it clear if the achievement is in one area of activity, or in a number of different areas. In particular, the narrative should address the following:   * Describe the nominee’s contributions over an extended period of time, with dates, in relation to their area of expertise, their role and its context. * In terms of innovation, has the nominee developed a new contribution/s to advancing the knowledge base and or scope of professional practice? * What has been the type and scale of the outputs of the nominee’s activities? What is the evidence to support these outputs?   + If these outputs are publications, where have they been published? (Local, peer-reviewed physiotherapy, peer-reviewed wider than physiotherapy). How many are first name publications or collaborations and over what period of time?   + If the outputs are service focussed, what is the format of these outputs? How have they been delivered, disseminated and sustained? * Outline how their contributions have furthered the aims of the CSP and provide evidence relating to achieving the CSP vision and mission:   The Chartered Society’s vision is:  **To transform lives, maximise independence, and empower populations**  The Chartered Society’s mission is:  **To transform the health and well-being of individuals and communities by empowering our members and exerting our influence**   * For all of the above bullet points and in relation to the validity of contributions, how and by whom have the nominee’s contributions been validated?   Please add your text on the nominee’s **contribution to the advancement of the profession** here: |

|  |
| --- |
| **Breadth of impact** |
| This section should **provide evidence of the breadth or scale of the impact of the nominee’s contribution/s.**   * What is the evidence to support the outcome of the nominee’s contribution, both in terms of wide influence and specific impact? * Is this evidence quantifiable? e.g. the number of people the contribution has impacted on, in what way and over what period of time. * How has their contribution been disseminated and by what means? * How has the nominee engaged and influenced their contribution/impact? * In relation to publications, how have they influenced practice and professional thinking over a sustained period **(>10years)**? * In relation to service redesign how has this influenced on local, regional or UK levels **(>10years)?** * Has the nominee’s contribution had a wider influence with the CSP/ UK or international organisations/governments or national bodies e.g. Royal Colleges, Cochrane?   Please add your text on the nominee’s **breath of impact** here: |

|  |
| --- |
| **Curriculum vitae** |
| **Max. six A4 pages, Min. font size 11:** A CV should be provided and only include the past 10 years of nominee activity. If not available, then a statement should be provided that provides information about the following of relevance to the nominee:   * Qualifications held and awards given * Employment/work history * Professional experience * Achievements over the **10 years** prior to their nomination to include information as appropriate about: * Professional activities of note e.g. service innovation, evaluation or development including leadership expertise * Academic activities: e.g. Lectures or presentations given, research activity, educator roles, publications etc. * Committee work * Work with CSP at national and international levels * Charitable/voluntary work   Nominations where the CV is attached as a separate document will be deemed invalid.  Please add the **nominee’s CV details** here: |

|  |
| --- |
| **Letters of support/supporting testimonials** |
| **Up to three supporting statements/testimonials can be provided from individuals who are not the nominators** but who have first-hand knowledge of the nominee and can endorse their contribution or supply additional information; for example from colleagues, other health professionals, influencers; **who may or may not be members of the CSP.**  **Supporting statement/ testimonials should contain the following information:**   * Supporting statement/testimonial text * Name * Position * Address * Email * Signature * Date   Please ask referees to use **‘XX’ instead of the nominee’s name** and the **pronoun ‘they’/’their’** when writing the supporting statements/testimonials.  Please attach the **supporting statements/testimonials** to the submission email **as separate documents**. They should be provided in digital format (PDF), using digital signature. |

**Thank you for your time in completing this form!**

**Please return the completed and signed form** to the Professional Awards Panel: [professionalawards@csp.org.uk](mailto:professionalawards@csp.org.uk)

**Email Subject field marked:**

“[**PLEASE INSERT THE NOMINEES NAME**] - Nomination for Honorary Fellowship of CSP”.

**Honorary Fellowship scoring results:**

* **0 – 11.99** **= Nomination rejected**
* **12 – 17.99** = **Additional evidence required**
* **18 – 24.00 = Nomination** **recommended to Council**

the Professional Awards Panel (PAP)



# Appendix - *Sample score sheet* – Assessment of Honorary Fellowship submissions

**Guidance for the Assessment of Nominations for Honorary Fellowship of the CSP**

An Honorary Fellowship of the Chartered Society of Physiotherapy is awarded to a person who has made an **exceptional** contribution to the advancement of the profession by forwarding the boundaries of professional knowledge and/or practice and/or furthering the aims of the profession and the Society. There are two main areas that the nominations will be assessed against:

* **Contribution to the advancement of the profession in their area of expertise furthering the aims of the CSP, and**
* **Breadth of impact**

These will both be assessed and scored in terms of their **validity i.e., to what extent and how the evidence has been validated and by whom.**

1. **Contribution to the advancement of the profession in their area of expertise furthering the aims of the CSP**

**–** this relates to how their work has influenced both thinking and practice within or about the profession to the extent that new concepts /practices have been introduced.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criterion** | **Considerations** | **Comments** | **The validity of the contribution.**  **How and by whom has this been validated?** | **Score** |
| **Furthering the aims of the CSP and /or the profession** | Evidence relating to the areas of the CSP vision and mission statements |  |  | /3 |
| **Innovation** | Development of a new contribution, advancing the knowledge base and or scope of professional practice. |  |  | /4 |
| **The type and scale of the output of the activities** | Evidence of the **outputs** – if publications etc, where have they been published?; local non-peer-reviewed, peer-reviewed physio, peer-reviewed wider than physio?  Also, to be taken into consideration is how many are first name publications or collaborations and, over what period of time? If service focused what is the format of the outputs? how have they been disseminated? |  |  | /3 |
|  |  |  |  | /10 |

1. **Breadth of impact**

-This is the most important element of the submission. We are looking for evidence of the breadth (the scale) of the impact their work has resulted in and particularly beyond their local sphere of influence.

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| **Criterion** | **Considerations** | **Comments** | **The validity of the contribution. How and by whom has this been validated?** | **Score** |
| **Impact** | Evidence of wide influence and specific impact, the **OUTCOME** of this activity – Quantifiable information should be provided including numbers impacted on and in what way and over a sustained period of time.  How and by what means have they disseminated, engaged, influenced?  **Lists of publications/presentations are NOT enough,** instead, evidence how these have influenced practice and professional thinking and, over a sustained period of time (>10 years). For managers or those involved in service redesign, for example, evidence how their local service developments have influenced other physiotherapy or other clinical services throughout the UK or wider (>10yrs) |  |  | /8 |
| **Influencing the thinking, strategy and practice of others** | Evidence of wide influence such as working for and on behalf of the CSP nationally, international physio organisations; government and national bodies, other key stakeholders and professional organisations i.e. Royal Colleges, NICE, Cochrane etc |  |  | /6 |
|  |  |  |  | /14 |