

F**ellowship by**

**self-nomination**

Nomination Pack



20 January 2022

Dear CSP member,

Thank you for downloading a copy of the Society’s newly updated Nomination Pack for **Fellowship by self-nomination**.

We are delighted that you wish to honour yourself 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 nomination pack for Fellowship by self-nomination:**

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 **Fellowship by self-nomination**.

Please ensure that you are **eligible for the nomination** (please see p. 5). Also, we highly recommend reading through the sections **2.** **Criteria for Fellowship award** (pp. 6-7) and **3. Process for Fellowship by self-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. 10 – 12) alongside **the Guidance for filling in the nomination form** (p.12-19).

Should you wish to **nominate your colleague for** **Honorary Fellowship or 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 self-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. 12).

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 yourself 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 2022, should they be successful, will be awarded in 2022.

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

There are two opportunities to nominate **yourself 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 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 Fellowship by self-nomination and referees

**Self-nominees for Fellowship**

**must be full members of the CSP**

of **at least 10 years standing.**

**Referees**

**must be full members of the CSP**

# *Fellowship regulations, rights and privileges*

**1.1** *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 Fellowship award

# *Fellowship criteria*

**2.1** A self-nominee for an award of Fellowship must be a member of the Chartered Society of Physiotherapy of **at least ten years standing** 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.

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 Fellowship criteria*

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

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

This relates to how your 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 your work has resulted in and particularly beyond your 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 subsections 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 1 – Sample score sheet – Assessment of Fellowship by self-nomination submissions, pp. 19 – 21)** when assessing submissions for a Fellowship by self-nomination;

**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 self-nominators in ensuring that, as far as possible, all relevant information is included and can be assessed by the Panel.

# 3. Process for Fellowship by self-nomination

**3.1** A CSP member may self-nominate. The nomination should provide evidence that addresses the **criteria in 2. Criteria for Fellowship Award.** A self-nomination should be **supported by three referees**, who must be members of the CSP. The process for a **Fellowship by self-nomination** is outlined as a **flowchart** **(p.9).**

**3.2** If you intend to put forward yourself for a 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** Self-nominators should assume that the members of the Professional Awards Panel have no previous knowledge of the self-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 all nominations in redacted form and ask that self-nominators only use their 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 self-nominee whose award is approved by Council is eligible to receive their 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** incl. self-nominations.

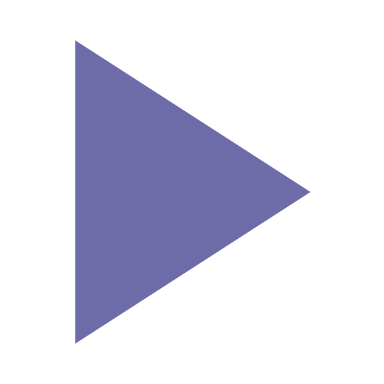
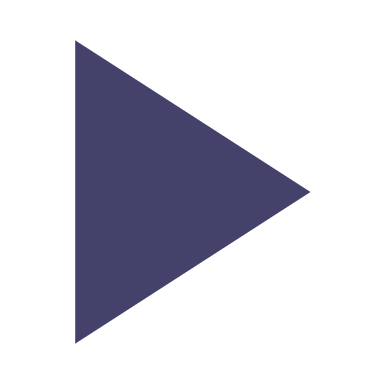
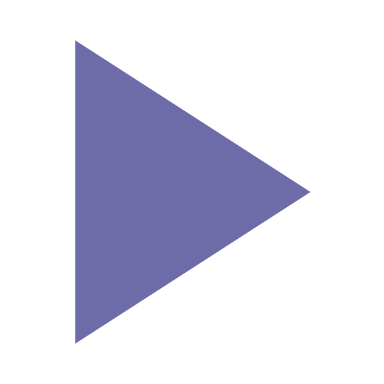
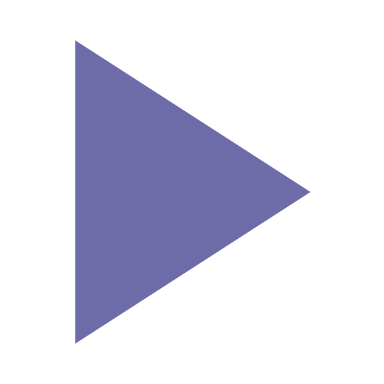
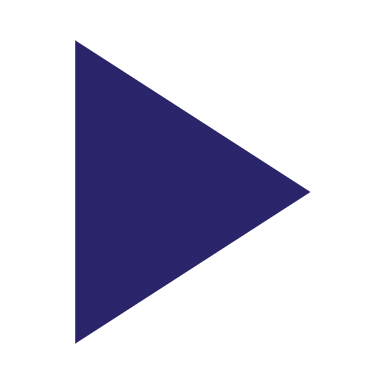
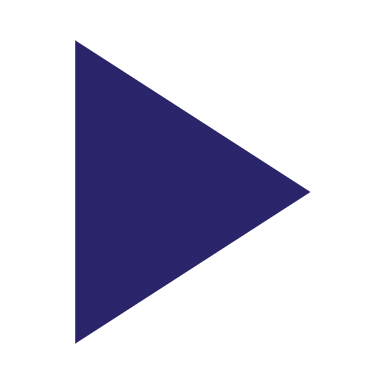
# Flowchart – Process for Fellowship by self-nomination

The PAP admin officer acknowledges **receipt**, ensures **requirements are fulfilled** and requests **references** from referees and **supporting statements/ testimonials** from contacts provided by the self-nominee.

Self-nominator and referees **notified.**

**Fellowship awarded**

at CSP Awards Event

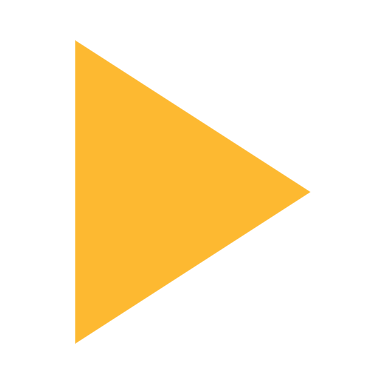
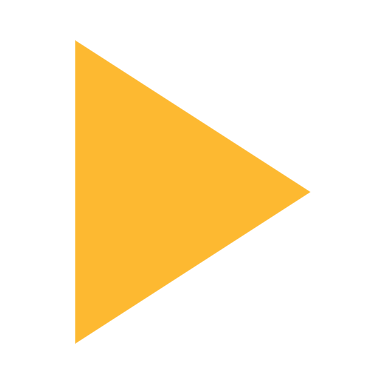
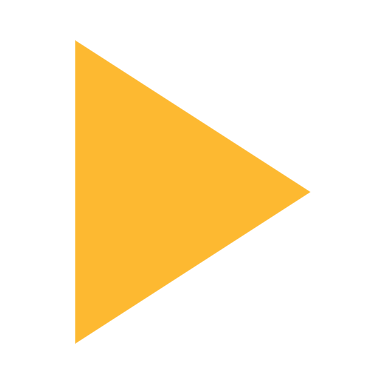
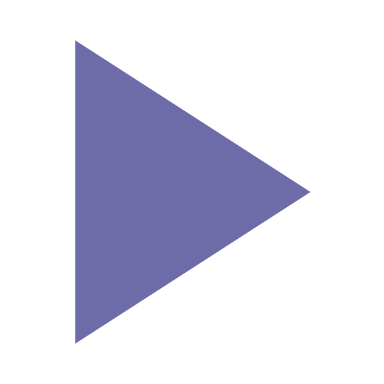
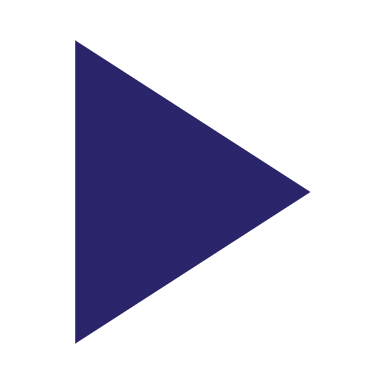


**Award recommended** to Council

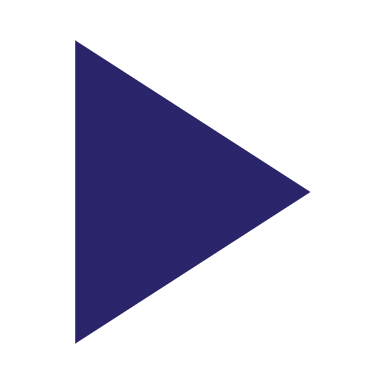
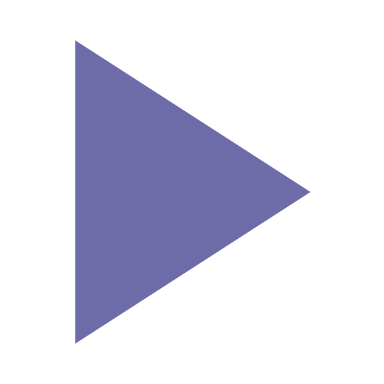
Council **approves**

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

The Self-nominator **submits the nomination** form

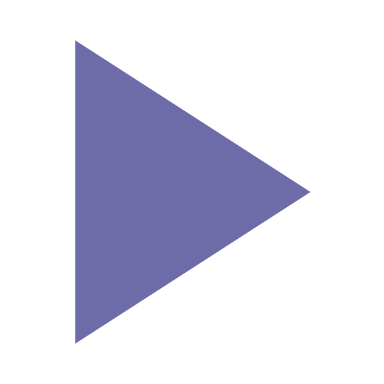


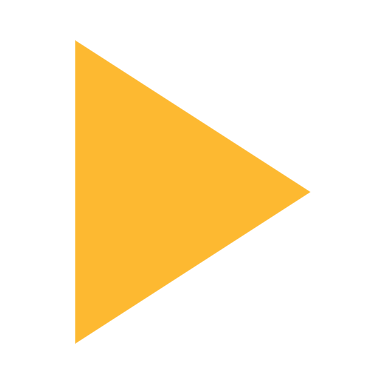
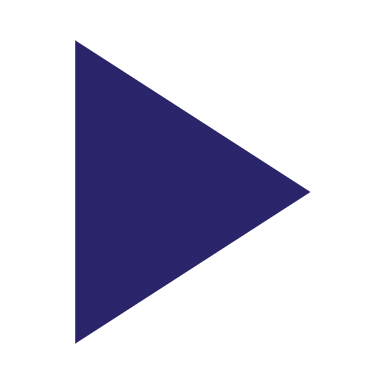
Self-nominator notified and asked to **resubmit the nomination**



**Invalid** nomination\*

**Nomination rejected**

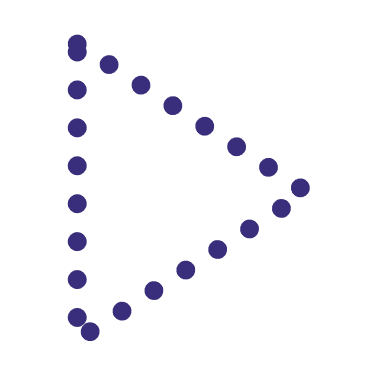




Additional **evidence required** \*\*

PAP **feedback to**

**Self-nominator**



Self-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 1 – Sample score sheet – Assessment of Fellowship by self-nomination submissions** (pp.19-21) 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 nominee or referees 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.15)
* The **CV exceeds six A4 pages** when using **no less than font size 11** (p.18)
* The **CV** is attached as a **separate document.**
* Proof of **10 years standing** is not provided through the CV.
* The Referees does not **provide** the panel with their **references**.

# 4. General guidance for Self-nominators of Fellowship

**Self-Nominator & Referees**

**4.1** Please note that the **completed nomination form, CV and names of 3 referees** should be emailed to the CSP.The PAP Admin officer at the CSP will confirm receipt and **send reference forms to the three named referees for completion**, together with instructions and guidance. When all references have been supplied, the application will be submitted to the Professional Awards Panel for consideration at its next scheduled meeting.

Please check with your referees in advance that they are **happy for you to share their contact details with the CSP** and to provide statements in support of your application, since they will be contacted by the CSP for this purpose as soon as your self-nomination form is received. **Please ensure you have read and understood the GDPR consent statement on part 1 of the nomination form before signing**.

**All referees must be current members of the CSP** and all information provided must be typed and supplied in digital format. All referees should have first-hand knowledge of you and be able to document your contribution to the profession. Please see Appendix 2 – Sample letter & form - Referees for self-nomination of CSP Fellowship (pp. 19-21).

In addition, **up to three supporting statements/testimonials can be provided from individuals who are not the referees** but who have first-hand knowledge of you and can endorse your contribution or supply additional information; for example, from colleagues, other health professionals, influencers; who may or may not be members of the CSP. The supporting statements/ testimonials will be collected by the PAP Admin officer and **this process will follow the same steps as for references,** so please ensure that you have obtained consent to share the contact details of the persons writing your supporting statements/ testimonials. Please see Appendix 3 (pp. 27-29) for an example of the letter and form sent to persons writing supporting statements/ testimonials.

# *Criteria guidance*

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

* **Contribution to the advancement of the profession in the area of your expertise furthering the aims of the CSP**
* **The breadth of impact of your 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 yourself and try to **explain what your 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 your work**, although you may refer or link to publicly available material. Please note that any **information referencing your name will be redacted** e.g. links to an article stating your name. We suggest referencing the material by for example stating the journal or media in which your 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 self-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)**.

**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 self-nomination**.

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

The panel wish to ensure that self-nominators are aware that **EDI work carried out by themselves can be the reason they are nominating themself.**

Please consider and inform the panel **(in part 2 of the nomination form)** if and how you have addressed, championed and/or implemented change for EDI in your 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. self-nominee, referees and persons providing supporting statements/ testimonials), 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 self-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 referee form,** we do ask that **referees** **use XX instead of the self-nominee’s name** and use the **pronoun ‘they’/’their’** when filling in those sections. Please see Appendix 2 – Sample letter & form - Referees for self-nomination of CSP Fellowship (pp. 22-26)

# 6. Nomination form for Fellowship of the CSP by self-nomination

Please **use this form to nominate** yourself for 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, I wish to propose for consideration by the Professional Awards Panel the following self-nomination for Fellowship of the CSP:

# *Part 1 - Basic information & contact details*

|  |  |
| --- | --- |
| **Self-nominee** | |
| **Name in full** |  |
| **Honours and degrees** |  |
| **Principal appointment** |  |
| **Main area of work** |  |
| **Address** |  |
| **Email** |  |
| **CSP Member no.** |  |
| **Signature/ Date** | Please use digital signature. |

**GDPR consent statement: By signing this form, I give my consent for the CSP to contact the referees and persons providing supporting statements/ testimonials stated below and confirm that I have obtained consent from all the referees and persons to share their contact details with the CSP for the purpose of processing my self-nomination for Fellowship of the CSP.**

I also recognise that by submitting my self-nomination, this information will be shared with CSP staff and the Professional Awards Panel members involved in processing the award application in accordance with the CSP’s Privacy Policy, which can be found at: <https://www.csp.org.uk/privacy>

|  |  |
| --- | --- |
| **Referee 1** | |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Email** |  |
| **CSP member no.** |  |

|  |  |
| --- | --- |
| **Referee 2** | |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Email** |  |
| **CSP member no.** |  |

|  |  |
| --- | --- |
| **Referee 3** | |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Email** |  |
| **CSP member no.** |  |

|  |  |
| --- | --- |
| **Supporting statement/ testimonial - Person 1** | |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Email** |  |

|  |  |
| --- | --- |
| **Supporting statement/ testimonial - Person 2** | |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Email** |  |

|  |  |
| --- | --- |
| **Supporting statement/ testimonial - Person 3** | |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Email** |  |

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

|  |
| --- |
| **Summary overview** |
| **Max. 500 words:** A summary overview of your profile and standing, and why the nomination is being made. This should refer to your uniqueness including what is special about your contribution. **Where have you gone beyond the bounds of your job or the ‘extra mile’?**  For example, the following could be referred to **if appropriate**, where you have:   * 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 your** **main area/s of contribution**. The list below provides examples, and you 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 your **Areas of contribution** here: |

|  |
| --- |
| **Contribution to the advancement of the profession** |
| This section should **describe the contribution that you have made in the area/s of your 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 your contributions over an extended period of time, with dates, in relation to your area of expertise, your role and its context. * In terms of innovation, have you developed new a contribution/s to advancing the knowledge base and or scope of professional practice? * What has been the type and scale of the outputs of your 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 your 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 your contributions been validated?   Please add your text on your **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 your contribution/s.**   * What is the evidence to support the outcome of your 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 your contribution been disseminated and by what means? * How have you engaged and influenced your contribution/impact? * In relation to publications, how have you influenced practice and professional thinking over a sustained period **(>10years)**? * In relation to service redesign, how has this influenced local, regional or UK levels **(>10years)?** * Has your 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 your **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 your activity. Please provide information about the following of relevance to yourself:   * Qualifications held and awards given * Employment/work history * Professional experience * Achievements over the **10 years** prior to your self-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 **your CV details** here: |

**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 YOUR NAME**] – Self-nomination for Fellowship of CSP”.

**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 1 - *Sample score sheet* – Assessment of Fellowship submissions

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

A Fellowship of the Chartered Society of Physiotherapy is awarded to a member 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 of 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 of 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 |

# Appendix 2 – Sample letter & form - Referees for self-nomination of CSP Fellowship

**CONFIDENTIAL**

Dear [INSERT REFEREES NAME]

**Re: Fellowship by self-nomination - the Chartered Society of Physiotherapy**

Name of self-nominee: [INSERT NAME OF SELF-NOMINEE]

Your name has been given as a referee for the above self-nominee, and the Professional Awards Panel would be grateful if you would please complete the enclosed form. To assist you in this, brief **guidance notes** for referees are embedded as **blue text** in the form.

Please give your views on whether the self-nominee has fulfilled the criteria for a Fellowship and is a suitable member of the Society to receive this award.

Please return the completed and signed form to [professionalawards@csp.org.uk](mailto:professionalawards@csp.org.uk) to arrive by: [INSERT DATE].

**Subject field marked:**

“Reference for [INSERT THE SELF-NOMINEE’S NAME] – Self-nomination for Fellowship of CSP”.

Thank you for your cooperation.

Yours sincerely

Admin Officer,

CSP Professional Awards Panel

**Sample form - Referees**

**CONFIDENTIAL**

You have been named as a referee by [INSERT NAME OF SELF-NOMINEE] in respect of their self-nomination for Fellowship of the Chartered Society of Physiotherapy.

If you are willing to act as a referee, please complete all sections of this form and return, signed to [professionalawards@csp.org.uk](mailto:professionalawards@csp.org.uk) to arrive by: [INSERT DATE].

We ask thatall information provided is typed and **supplied in digital format**.

**Part 1 - Basic information and contact details**

|  |  |
| --- | --- |
| **Referee** | |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Email** |  |
| **CSP member no.** |  |
| **Signature/ Date** | Please add digital signature. |

|  |
| --- |
| **How long and in what capacity have you known the self-nominee?** |
| Please add a **short sentence** stating in what capacity you know the self-nominee incl. any kinship and for how long you have known the self-nominee.  Please add your **text** here: |

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

A referee should have **first-hand knowledge of the self-nominee** and be able to **document the self-nominee’s contribution** to the profession.

Please use **‘XX’ instead of the self-nominee’s name** and the **pronoun ‘they’/’their’** when filling in the sections below.

|  |
| --- |
| **Summary overview** |
| **Max. 500 words:** Please providea summary overview of the individual’s profile and standing, and why you support the nomination. This should refer to the self-nominee’s uniqueness including what is special about their contribution. **Where has the self-nominee gone beyond the bounds of their job or the ‘extra mile’?**  For example, the following could be referred to **if appropriate**, where the self-nominee has:   * Provided a sustained commitment * Inspired * Led at 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 self-nominee’s** **main area/s of contribution**. The list below provides examples, and the self-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 self-nominee’s **Areas of contribution** here: |

|  |
| --- |
| **Contribution to the advancement of the profession** |
| This section should **describe the contribution that the self-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 self-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 self-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 self-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 self-nominee’s contributions been validated?   Please add your text on the self-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 self-nominee’s contribution/s.**   * What is the evidence to support the outcome of the self-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 self-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 local, regional or UK levels **(>10years)?** * Has the self-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 self-nominee’s **breath of impact** here: |

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

# Appendix 3 – Sample letter & form– Supporting statement/ testimonials for self-nomination of CSP Fellowship

**CONFIDENTIAL**

Dear [INSERT REFEREES NAME]

**Re: Fellowship by self-nomination - the Chartered Society of Physiotherapy**

Name of self-nominee: [INSERT NAME OF SELF-NOMINEE]

Your name has been given as a person providing a supporting statement/ testimonial for the above self-nominee, and the Professional Awards Panel would be grateful if you would please complete the enclosed form. To assist you in this, brief **guidance notes** are embedded as **blue text** in the form.

Please give let us know if you can endorse the self-nominee’s contribution.

Please return the completed and signed form to [professionalawards@csp.org.uk](mailto:professionalawards@csp.org.uk) to arrive by: [INSERT DATE].

**Subject field marked:**

“Supporting Statement/ Testimonial for [INSERT THE SELF-NOMINEE’S NAME] – Self-nomination for Fellowship of CSP”.

Thank you for your cooperation.

Yours sincerely

Admin Officer,

CSP Professional Awards Panel

**Sample form - supporting statement/ testimonial**

**CONFIDENTIAL**

You have been named as a person supporting [INSERT NAME OF SELF-NOMINEE] in respect of their self-nomination for Fellowship of the Chartered Society of Physiotherapy.

A person providing a supporting statement/ testimonial should have **first-hand knowledge of the self-nominee** **and be able to endorse the self-nominee’s contribution or supply additional information;** for example, from colleagues, other health professionals, influencers; who may or may not be members of the CSP.

If you are willing to provide a supporting statement/ testimonial, please complete all sections of this form and return, signed to [professionalawards@csp.org.uk](mailto:professionalawards@csp.org.uk) to arrive by: [INSERT DATE].

We ask thatall information provided is typed and **supplied in digital format**.

|  |  |
| --- | --- |
| **Part 1 - Basic information and contact details** | |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Email** |  |
| **CSP member no.** | Please add **‘Not a member’** should you not be a member of  the CSP. |
| **Signature/ Date** | Please add a digital signature. |

|  |
| --- |
| **How long and in what capacity have you known the self-nominee?** |
| Please add a **short sentence** stating in what capacity you know the self-nominee incl. any kinship and for how long you have known the self-nominee.  Please add your **text** here: |

|  |
| --- |
| **Part 2 - Letter of support/ testimonial** |
| **Max. 500 words:** Please providea letter of support/ testimonial of the individual’s profile and standing, and why you support the self-nomination. This should refer to the self-nominee’s uniqueness including what is special about their contribution. **Where has the self-nominee gone beyond the bounds of their job or the ‘extra mile’?**  For example, the following could be referred to **if appropriate**, where the self-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 the **supporting statement/testimonial here:**  Please use **‘XX’ instead of the self-nominee’s name** and the **pronoun ‘they’/’their’** when filling in this section. |

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