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August 2021

Dear member

Thank you for downloading the nomination pack for the Distinguished Service Award of the Chartered Society of Physiotherapy.

Nominations for Distinguished Service Award will be considered for full or Associate members of the Chartered Society of Physiotherapy, or for past or present staff of the Society. Nominators must be **Fellows, Members or Associate members** of the Chartered Society of Physiotherapy.

Included in this pack is a nomination form, a pro forma statement of support, plus information on the purpose of the award and guidance on what to include in a nomination, to assist you and your fellow nominators.

Please complete the statements of support with care, as it is based upon the information provided, plus the nominee's CV, that a recommendation for Distinguished Service Award may be made.

Nominations for 2021 closed in July, as successful nominees are presented their award at the CSP Annual General meeting in November.

The Professional Awards Panel meets at least twice a year; usually in January, March and August. For a nomination to be considered, the complete set of documentation must be received by the Society **at least 4 weeks in advance** of these dates.

The next panel meeting will most likely be in the beginning of 2022. This is yet to be confirmed, however we encourage nominators to submit their nominations **by 1<sup>st</sup> December 2021** to be considered at the first panel meeting in 2022. Should the panel receive any nominations after this date, the submission will be considered at the next panel meeting later in 2022.

The new deadlines of 2022 will be posted on the Professional Awards website, so please keep an eye out for this: <https://www.csp.org.uk/about-csp/how-we-work/awards>

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

Yours sincerely,

Trine Lyngsholm  
Admin Officer, CSP Professional Awards Panel

Please return the completed form to:  
Email: professionalawards@csp.org.uk



## **PURPOSE**

To acknowledge and honour members and staff of the Chartered Society of Physiotherapy who have contributed outstanding service to the Society or excellence in an area of service to the benefit of others **over a minimum ten-year period.**

Listed below are some examples of categories which could apply to an individual being nominated for this award.

Read these carefully, and in your nomination please include information on the candidate's involvement in any of these categories, **and/or** any other areas of achievement which you, as nominees, consider may be relevant.

### **CATEGORY 1.**

Distinguished service to the Chartered Society of Physiotherapy as a whole, for example:

- 1.1 as a member of Council and/or committee(s)
- 1.2 working in another voluntary capacity within the Chartered Society of Physiotherapy
- 1.3 assisting in the development of Society policy/activity
- 1.4 active liaison with other professional and allied organisations.

### **CATEGORY 2.**

Distinguished service to the Regional Networks and Country Boards structure, for example:

- 2.1 as an officer or member of a Regional Network or Country Board
- 2.2 at local and/or national level.

### **CATEGORY 3.**

Distinguished service to a CSP Professional Network or Alliance, for example:

- 3.1 as an officer or member of a recognised CSP Professional Network or Alliance
- 3.2 developing activities in a particular area of the work of a Professional Network or Alliance.

### **CATEGORY 4.**

Distinguished service in Clinical/Management/Educational practice, for example:

- 4.1 developing and taking forward innovative practice/management activities/educational ideas even if these may have been developed initially by others
- 4.2 evidence of dissemination of good practice and maintenance of standards by any appropriate channel.

### **CATEGORY 5.**

Distinguished service in promoting the profession of physiotherapy, for example:

- 5.1 within the charitable/voluntary sector as a consultant, or involvement at national/local committee level
- 5.2 to the wider general public
- 5.3 within other professional and allied organisations

**CATEGORY 6.** Other (to be specified by the nominators)

Return the completed forms to:  
Professional Awards Committee Administrator, CSP, 14 Bedford Row,  
London WC1R 4ED Email [professionalawards@csp.org.uk](mailto:professionalawards@csp.org.uk)



## PROCEDURE FOR NOMINATION

A nomination should be made by **three** Fellows, Members or Associate members of the Chartered Society. It should be accompanied by a relevant Curriculum Vitae of the candidate, together with a supporting statement by each nominator.

All applications are reviewed against set criteria by the CSP Professional Awards Committee (PAC), who advise Council of their recommendation.

## INSTRUCTIONS TO NOMINATORS

**Please submit all documentation in electronic format (word document) signed by all three nominators.** A hard copy of the nomination form, physically signed by all three nominators, should also be sent to the Professional Awards Committee Administrator.

### Nomination Form

Please ensure that the nomination form includes the names, full personal details and membership numbers of all three nominators - failure to do so may delay consideration of the award by the Panel. *(Please only use the nominee's name where it states, 'nominee name' and add XX instead of the nominee name throughout the nomination form incl. in supporting statements, biography, CV etc.).*

### Curriculum Vitae

The Curriculum Vitae should be relevant to the category/categories for which the nomination for a Distinguished Service Award is being made.

It should include information on positions held, together with details of any publications, lectures, representative activity etc as appropriate. **Clear and accurate dates** should be specified, as this evidence will be used to judge the validity and continuity of long service. If a curriculum vitae is unavailable, a summary career history compiled by the nominators may be substituted provided that it is clearly identified as such.

### Supporting statements

The statements should set out the outcomes / results of the nominee's service.

They are an important aspect of the nomination process, and provide the evidence used to judge the validity of the nomination and the worth of the nominee for the award.

***The assumption should be made that the members of the Professional Awards Committee have no previous knowledge of the nominee.***

Each statement is limited to 250 words and should be submitted on the relevant form, a copy of which is included in this pack.

As each application is considered on the basis of the statement information provided, supported by the curriculum vitae, the principal nominator is advised to ensure that, between them, the supporting statements cover all aspects of the nominee's contribution to the profession.

Each statement should highlight different aspects of the nominee's contribution in order to produce a fuller picture demonstrating the worth of the application.

### Confidentiality

Return the completed forms to:  
Professional Awards Committee Administrator, CSP, 14 Bedford Row,  
London WC1R 4ED Email [professionalawards@csp.org.uk](mailto:professionalawards@csp.org.uk)



Confidentiality will be maintained by the Professional Awards Committee until any decision has been ratified by Council.

### **SUGGESTED CONTENT FOR A NOMINATION FOR A CSP PROFESSIONAL AWARD**

It is essential that the nomination demonstrates evidence of the **validity** of the claim for excellent/ outstanding service in any category which is identified as relevant, plus evidence of the **continuity** of the nominee's service.

The following are suggested as possible aspects of the nominee's service which might be considered for inclusion:

#### **Background and context**

An overview of the individual's profile and standing and why the nomination is being made. Nominators should highlight the area of their contribution, for example; management, service delivery, research, education, clinical practice, trade union work etc.

#### **Breakdown of nominee's contributions**

It is helpful if in their supporting statement each nominator highlights either different contributions that the individual has made, or different aspects of these contributions, to provide a full picture of their service.

#### **Historical overview of involvement**

Nominators should give examples of the nominee's contributions over specific periods of time in relation to their role and the context of their role, in order to demonstrate the minimum ten years' service.

#### **Influence of the nominee**

It is also important to include information on the impact of the individual's role; for example, on the profession, on the public, on colleagues, on the research base of the profession etc.

#### **CV or career history**

It is important to obtain as full a CV as possible for the individual nominee. This should include, if possible:

- Name and contact details of the individual
- Qualifications held and awards given
- Employment/work history
- Professional experience
- Professional activities
- CPD activities
- Lectures and presentations given
- Publications
- Committee work
- Grant procurement
- Research activities
- Clinical/research/education/management expertise

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- Charitable works
- Details of work with CSP at national and international levels.

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**Some other topic areas that might be included in the statement:**

- Contribution to the advancement of the profession
- Innovation
- Development of theories and evaluation of practice
- Enhancement of personal and professional development of other physiotherapists
- Promotion of the aims of the profession
- Research and development

Please note that the above are suggestions only; not every heading is relevant to every nominee, and it will not be detrimental to the nomination if not all headings are included or if information is provided under different headings, so long as there is clear evidence of validity and continuity of distinguished service.

**DISTINGUISHED SERVICE AWARD NOMINATION FORM**

**PERSON BEING NOMINATED FOR AWARD** *(Please only use the nominee's name where it states, 'nominee name' and add XX instead of the nominee name throughout the nomination form incl. supporting statements, biography, CV etc.).*

NOMINEE NAME: \_\_\_\_\_  
CSP MEMBERSHIP NO: \_\_\_\_\_  
QUALIFICATIONS: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
ROLE / POSITION HELD \_\_\_\_\_

**PRINCIPAL NOMINATOR** (to whom all correspondence will be sent)

NOMINATOR NAME \_\_\_\_\_  
CSP MEMBERSHIP NO: \_\_\_\_\_  
QUALIFICATIONS: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
EMAIL \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

**NOMINATOR 2**

NOMINATOR NAME \_\_\_\_\_

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CSP MEMBERSHIP NO:

QUALIFICATIONS:

ADDRESS:

SIGNATURE

**NOMINATOR 3**

NOMINATOR NAME

CSP MEMBERSHIP NO:

QUALIFICATIONS:

ADDRESS:

SIGNATURE

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## DISTINGUISHED SERVICE AWARD SUPPORTING STATEMENT

**NOMINEE NAME:** *Add Nominees name here* \_\_\_\_\_

### CATEGORY/IES OF NOMINATION

Please indicate any categories from the list on Page 1 of the pack which you consider to be relevant:

**1      2      3      4      5      6 (specify)** \_\_\_\_\_

**NOMINATOR NAME:** \_\_\_\_\_

### SUPPORTING STATEMENT:

*(Please write below. Max 250 words. Please use XX below instead of the nominee's name)*

# SAMPLE *(for information only)*



## DISTINGUISHED SERVICE AWARD

Judge's score sheet showing criteria and scoring system

**NOMINEE  
REFERENCE** \_\_\_\_\_

**EVIDENCE OF SERVICE for more than 10 years:**

Yes

No

### CATEGORY/IES OF NOMINATION

**1      2      3      4      5      6 (specify) \_\_\_\_\_**

#### SCORING

**Evidence: None ← → Strong**

**Criteria:**

**Score:**

0

1

2

3

<b>1</b>	Evidence of outstanding service. What they have been involved with and how they have shown that they have served above and beyond just doing the job e.g. committee work etc				
<b>2</b>	Evidence of excellence demonstrated within their specific field. e.g. What has been their specific achievement within this field that sets them apart from other physiotherapists				
<b>TOTAL SCORE</b>					

Guideline for total score:

0.0 to 2.0 = rejection

2.01 to 4.0 = refer back to nominators requesting more/broader evidence

4.01 to 6.0 = Distinguished Service Award recommended

Specific activity recognised:

**AWARD RECOMMENDED:**

Yes

No

If No, give reasons: