Institute of Physics and Engineering in Medicine Policies and Procedures Manual Volume 3 Section 6

# Guidance Notes for Proposers and Seconders of IPEM Fellowship Applicants

**What is Fellowship?**

Fellowship is a distinctiongrade of IPEM membership.

Fellowship allows progression to apply to be President of the Institute.

Fellows may use the designatory letters FIPEM.

IPEM has a Fellowship Panel to consider applications.

**Requirements for Fellowship**

IPEM considers that a very high standard of scientific achievement and professional practice is necessary to justify election to the grade of Fellow. The Fellowship application will therefore require the demonstration of an outstanding contribution of attainment in each of the 3 elements, as follows:

1. Research and development / Service Development / Quality Improvement *Applicants must describe at least 2 of these topics*
2. Professional practice in the workplace
3. Professional practice by contributions to professional body objectives and achievements nationally or internationally.

**Who can apply for Fellowship?**

Fellowship is open to members or non-members of IPEM:

* Who meet the requirements for Full Membership.
* Can demonstrate an outstanding contribution in the three elements given above.

The Fellowship category of membership is aimed at all professional groups, technologists as well as scientists and all professional environments, including frontline healthcare, academic and industry personnel.

**How to apply for Fellowship**

* 1. Route A

Go to www.ipem.ac.uk and select ‘Join IPEM’, complete a self-nomination and obtain supply references from your two nominated proposers

* 1. Route B

Three or more IPEM Fellows can prepare a Fellowship nomination for a member, following the same route as detailed for self-nomination. The process of review for a Route B nomination will be the same as for self-nominating applicants.

**Role of a Proposer**

Proposers have an important role to play in aiding an application for Fellowship of IPEM. The proposer should know the applicant and be aware of their work in medical physics , clinical or bio-medical engineering. If you are approached to propose an applicant for Fellowship and do not know them, or only slightly know them, please fulfil due diligence regarding the application by connecting with the applicant in person, on Zoom, Teams or even the telephone.

There are three options for a proposer of an applicant: ‘strongly support’, ‘support’ and ‘minimally support’. In the case of the latter, it may be prudent to advise the applicant that you are not fully convinced of their merits for Fellowship at present and give advice on what is required to change that opinion. However, if an applicant wishes to proceed with their application, then that is their choice.

**Requirements of a proposer**

1. Justify your own suitability to propose the applicant for Fellowship.
2. Advise the number of years over which your opinion has been formed of the applicant’s work
3. Confirm the capacity of your association, past or present, with the applicant.
4. Write an informed narrative to propose the applicant for Fellowship detailing a summary of their contribution on the topics that the Fellowship Panel will assess.

Please detail, with examples, how the applicant has fulfilled the exacting criteria for Fellowship in the three areas of endeavour listed above. Where appropriate, and accurate, use superlatives but with clear evidence. After all, Fellowship is about excellence. Your narrative should not be a rehash of the applicant’s CV or their own narrative.

Two examples:

If there has been a widespread effect on a service function, describe how it was before, where it is today and its impact.

If there has been successful research and development to improve patient treatment, outcome or comfort, detail who this impacted and how. Give the number of patients who have been impacted.

You may wish to use some of the following nouns, adjectives and phrases:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Determination  | Drive  | Innovation  | Creativity  | Impact  |
| Ambassador  | Commitment  | Respect  | Recognition  | Performance  |
| Trusted  | Wise  | Persuasive  | Resourceful  | Dedicated  |
| Unstinting  | Inspirational  | Passionate  | Enthusiastic  | Supportive  |
| Conscientious  | Exemplary  | Admired  | Diligent  | Making a difference  |

Your narrative should not be a rehash of the applicant’s CV or their own narrative.

**Examples of attainments in each element**

A non-exhaustive list of examples of attainments for each section is given below.

**Research and Development**

* Major projects
* Publications in peer-reviewed journals
* Contributing to local / national / international conferences
* Reviewing conference abstracts
* Writing books or book chapters
* Obtaining patents
* Successful grant applications
* Editing scientific journals or membership of editorial boards
* Supervising more junior researchers

**Service Development / Quality Improvement**

* Leading major service development
* Leading major product development
* Improving department efficiency / patient throughput
* Improving patient outcomes
* Leading major equipment procurement
* Leading industrial collaboration for service improvement
* Provision of staff and patients’ safety during pandemic
* Training and redeployment during the pandemic

**Professional Practice in the workplace**

* Introducing innovative techniques and practice
* Teaching and training responsibilities
* Moderating and / or examining
* Leading a research project / team
* Management responsibilities
* Equality, diversity and inclusivity responsibilities
* Financial responsibilities

**Professional body objectives and achievements nationally or internationally.**

* Contributions to leadership and administration of IPEM and / or other national and international bodies
* Work on councils, committees, working parties, task and finish groups, panels and special interest group
* Outreach
* Contribution to national / international training schemes
* Developing protocols, standards or services to the profession
* Contributing to IPEM books, journals, guidance documents, reports and e learning
* Representing IPEM to Government and other bodies
* Improving healthcare in low- and middle-income countries

**Timelines**

Please provide your response ahead of the applicant submitting their application for Fellowship. Application can not be processed until all supporting documentation has been submitted.

The applicant, the Fellowship Panel and IPEM are very grateful to you for taking the time to propose/support a Fellowship application.