

Guidance Notes for Fellowship Applicants

What is Fellowship?

Fellowship is a distinction grade 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. The Fellowship Panel Chair submits a quarterly report to the Professional and Standards Committee.

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

1.

(i) Route A

Go to www.ipem.ac.uk and select 'Join IPEM' and complete a self-nomination and obtain 2 proposers, see section 3 below.

(ii) 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, as detailed in section 6 below.

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2. Application form

Complete the IPEM Fellowship application form for both routes A and B. We have included a section within the application form for you to nominate a friend or colleague who you would like to be informed of the outcome of your Fellowship application. We do recommend that you utilise this section by providing a name and contact details. However, it is not mandatory to do so.

3. Proposers

Route A: Self nomination

You must ask two IPEM fellows to propose you. Each proposer will be approached for a reference so they will need to have detailed professional knowledge of both you and your work. A list of current Fellows is available to members on the IPEM Fellowship webpage. Please select your proposers carefully. If a proposer does not know you very well, it would be prudent to meet and discuss your application, your work and your merits for Fellowship. Your proposers should be able to 'support', or, 'support strongly', your application.

Potential proposers are expected to advise you if they do not believe that you are currently at the appropriate level for Fellowship and offer advice on how to reach that level.

If you do not know any IPEM Fellows who can act as proposers, which can occur especially if you are an international applicant, you will be required to submit the names and contact details of three senior members of your profession / professional institution / organisation.

Route B: Nomination by IPEM Fellows

A total of 3 IPEM Fellows will be required to support an application made in this way. The person being nominated will have to agree that a nomination can be prepared and submitted on their behalf due to GDPR requirements. It is expected that a nominee would collaborate with the IPEM Fellows in the preparation of the nomination.

Proposers must be willing to support your application in writing. Your application form requests that you give your permission for IPEM to contact your proposers for a supporting statement. IPEM will provide the proposers with the criteria for IPEM Fellowship together with a description of their role, namely, to verify and comment upon your academic and professional achievements.

4. Documents for Submission

(i) Fellowship application form, confirming that you wish to be considered for Fellowship and that your proposers have agreed to support you and provide a reference.

(ii) An organisation chart highlighting you and your current position. Please indicate your head of department or immediate manager, as well as any staff that you manage or teams that you lead, showing their professional and academic qualifications.

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- (iii) Your current CV, maximum of 5 pages, including your scientific and professional achievements. A CV of greater than 5 pages will be returned for editing.
- (iv) A list of research and other publications. Please highlight your name by making it 'bold' in each reference. Please arrange your publications chronologically, most recent first, within the section headings listed below and be consistent in the format of the references:
- Journal articles
 - Books
 - Book chapters
 - Conference abstracts
- (v) Verified copies of educational certificates are required, if you are not already a Full Member of IPEM. Copies can be signed by one of your proposers who must verify that the original certificates have been seen. If you do not have IPEM fellows to propose you then your head of department or immediate manager will be asked to verify the requirement that you are eligible for membership, i.e. to confirm your educational qualifications.
- (vi) A report of up to 2000 words to justify your Fellowship application structured according to the three eligibility criteria listed below. This report is your opportunity to explain, in detail, to the Fellowship Panel how you meet the criteria for Fellowship. This report should be neither a curriculum vitae nor a list of educational achievements, appointments, awards, positions or job descriptions.
- Consider this statement, prior to writing your report:
'I should be accepted as a Fellow of IPEM because.....'

The Fellowship Panel is deliberately a very broad church. It is therefore essential that any and all acronyms and abbreviations are written in full at their first usage in each of the submitted documents.

5. Examples of attainments in each element

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

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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

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- Representing IPEM to Government and other bodies
- Improving healthcare in low and middle income countries

6. How is my application processed?

Your application is initially reviewed for completeness by the IPEM Membership Team. If incomplete, it will be returned to you or additional data will be requested. Once complete, IPEM will contact your proposers and request that they complete a form which asks them to:

- Justify their suitability to propose you for Fellowship
- Advise the number of years over which their opinion has been formed of your work in medical physics and / or clinical / bio-medical engineering
- Confirm the capacity of any association, past or present, with your work
- Write a narrative to propose you for Fellowship;
- Provide their response within 21 days.

If a response is not received from your proposer(s) within 21 days, IPEM will contact you requesting that you contact the proposer(s) in question.

When all documents have been returned to IPEM, your application will be made available to the Fellowship Panel. The Fellowship Panel, comprising IPEM Fellows, is deliberately diverse in respect of employment sector - NHS, academia or industry; main speciality – physics or engineering; location - UK, International; and gender. The Fellowship Panel is requested to review the application documentation within 21 days. The Fellowship Panel reviews all applications individually and the Chair of the Fellowship Panel reviews the results. Fellowship is a distinction grade and will only be awarded if there is consensus in favour within the Fellowship Panel.

7. How will Fellowship benefit me?

Fellowship of IPEM enables you to demonstrate your senior status, level of experience, competence and reputation within your peer group and externally. Fellows are role models for the profession in physics and engineering applied to medicine and are consequently senior leaders in their particular field of endeavour.

In addition to the benefits of IPEM Full Membership, Fellows may:

- Use the post nominal 'FIPeM'
- Stand for President of IPEM
- Use the Fellows' room at the Royal College of Radiologists in London
- Wear the lapel badge, provided upon election, indicating Fellowship.

It should be remembered that appointment to Fellowship is absolutely not 'What is in it for me?' Fellowship is a glorious opportunity to give something back to the profession through which you have risen to the top tier. Remember those who gave their time freely and willingly to help you in your early days within the profession. This is a very rewarding part of being a Fellow.

As a Fellow you can contribute in many ways, from an acknowledged position of seniority, within IPEM. IPEM has trustees, councils, working parties, committees, Special Interest Groups, task and

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finish groups and external representatives which plan, organise and deliver its work. IPEM also supports outreach events requiring dedicated volunteers. You may also be able to join the IPEM mentoring scheme to assist junior colleagues after undertaking a short online training programme.

8. Unsuccessful applications

If your application is unsuccessful, you will receive open and honest feedback from the Chair of the Fellowship Panel setting out the shortcomings to assist in the preparation of another application in due course.

If you nominated a person on your application form to be informed of the outcome of your Fellowship application, this person will be notified at the same time as you are informed. You are strongly encouraged to engage with this person at an early stage upon hearing of an unsuccessful application.

9 Appeal procedure

There is an appeal procedure against an unsuccessful application for Fellowship. In the event of an unsuccessful application, the appeal procedure will be provided to you together with the feedback from the Chair of the Fellowship Panel.

10 Engineering / Science Council Registration

Applicants can apply for Chartered Engineering or Scientist registration at the same time as applying for Fellowship provided that they are already a member of IPEM. If not currently an IPEM member and applying directly for Fellowship, these registrations will be on hold until the outcome of the Fellowship application is known.

11 Further information

If you have any questions or queries in relation to a Fellowship application, please speak with the Membership Team at the National Office or e mail membership@ipem.ac.uk