

Guidance Notes for Proposers and Supporters of Fellowship Applicants

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

There are three options to propose/support 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 currently 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.

As a proposer/supporter you must:

1. Justify your own suitability to propose/support the applicant for Fellowship.
2. Advise the number of years over which your opinion has been formed of the applicant's work in medical physics and/or bio-medical engineering.
3. Confirm the capacity of your association, past or present, with the applicant.
4. Write an informed narrative to propose/support the applicant for Fellowship detailing a summary of their contribution on the topics that the Fellowship Panel will assess, as follows:

Research and Development

- major projects
- publications in peer-reviewed journals
- contributing to national/international conferences
- writing books or book chapters
- obtaining patents
- grant applications
- editing scientific journals or membership of editorial boards
- supervising more junior researchers

Professional Practice in the workplace

- leading scientific and clinical services
- leading major service/product developments
- introducing innovative techniques and practice
- teaching and training responsibilities, including moderating or examining
- leading a research project/team with evidence of peer reviewed publications

Guidance Notes for Proposers and Supporters of Fellowship Applicants

Professional Practice by contributions to professional body objectives

- contributions to IPEM and other national and international bodies in terms of leadership and administrative roles
- work on committees; working parties, panels and special interest groups
- contribution to national training schemes
- developing protocols, standards or services to the profession
- contributing to IPEM books and reports or journals
- representing IPEM to Government and other bodies

In your narrative, you should indicate your knowledge of the applicant. Please detail, with examples, how the applicant has fulfilled the exacting criteria for Fellowship in any or all of the three areas of endeavour listed above. Where appropriate, and accurate, use superlatives but with clear evidence. After all, Fellowship is about excellence.

By way of 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. 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

- 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.

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

5. Provide your response in a timely manner and we respectfully request this is returned within 21 days.

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