

Guidance note for Proposers & Candidates

Nomination of Membership candidates for election to Fellowship (ie candidates who hold MRCP(UK), MRCP(Edin) or MRCPCH)

These guidelines relate to the procedure for election to the Fellowship of this College for candidates who hold MRCP(UK), MRCP(Edin) or MRCPCH.

- Candidates must have passed the MRCP (UK), MRCP (Edin) or MRCPCH Examination, and be proposed by a Fellow of the College. There is no longer a qualifying period following appointment to a UK Consultant post. Overseas candidates must have held a substantive Consultant post or equivalent appointment for at least 11 months before being nominated.
- As a matter of good practice, we suggest that nominations should not come from family members. If a candidate does not know any local Fellows to nominate them, they could check the website for details of their local Regional Adviser.
- A full and up-to-date copy of the candidate's curriculum vitae must accompany this form, including present appointments, previous appointments, details of teaching activities and contributions to literature. The College greatly values active involvement in teaching and training. A suggested CV template is available on the Fellowship information page. This can be uploaded when completing the online form.
- The Fellowship Committee at the RCPE has produced a CV template to assist those being nominated for Fellowship of the College. Candidates for Fellowship may find it useful to base their CVs on this template, as it outlines the areas which are deemed to be of particular importance when a submission is being reviewed by the committee. Candidates are not expected to have experience in all the areas covered in this template. However, an active and current role in education at undergraduate and/or postgraduate level is expected for potential Fellows. Proposers are asked to ensure that their candidates' CVs contain details about their teaching role as teaching is a requirement for Fellowship. The CV should be a maximum of 10 pages, and publications may be added as an annexe if necessary. ***Please note that although it is not mandatory for candidates' CVs to be submitted using the CV template, the Fellowship Committee strongly recommends using the template as this often results in quicker decisions and may also result in more positive decisions for candidates.***
- A letter of support from a second Fellow might be useful, although it is not absolutely necessary. This and any other accompanying papers can be uploaded when completing the online nomination form. Proposers are asked to inform their candidates that, if successful, they will become liable to pay the annual subscription and a one-off Fellowship Fee of £150.

- In general, Members should hold a substantive Consultant post or equivalent. We also welcome as Fellows those Members who are not physicians or paediatricians but who have made a significant contribution to medicine, or whose work has been particularly complementary to their physician colleagues.
- Election to Fellowship is by no means automatic and Council may not approve all candidates. In order to avoid any embarrassment with candidates, the College will not communicate with candidates until the nominations have been to and approved by Council, at which point they will be asked to complete a consent form and pay the Fellowship Fee. Candidates who are turned down by Council will not receive any communication from the College, but proposers will be contacted by email to inform them of Council's decision.

CRITERIA FOR ELECTION OF MRCP (UK), MRCP (Edin) AND MRCPCH CANDIDATES

The criteria for election to Fellowship by this route are outlined below.

This procedure is applicable to those individuals who have passed the MRCP (UK), MRCP (Edin) or MRCPCH and are now working as independent practitioners, usually physicians, but other specialties are welcome. The criteria for consideration for election to Fellowship were recently reviewed by the Fellowship Committee and are generally as follows:

Guidelines:

- 1 Candidates in the UK should normally hold a substantive NHS Consultant post or equivalent appointment (there is no longer a qualifying period following appointment to a UK Consultant post). UK Membership candidates who are not yet on the Specialist Register will be eligible for consideration after holding their Consultant posts for at least 4 years.
- 2 Overseas candidates should hold an appointment in their country that is of equivalent standing to a UK consultant appointment, and must have held their equivalent post for at least 11 months at the time of nomination. Doctors working in Hong Kong who have held a Senior Medical Officer post or Associate Consultant post for at least 4 years are eligible for nomination. Doctors in Pakistan with MRCP(UK) are eligible for nomination if they have held an Assistant Professorship or above for at least 5 years or an Associate Professorship or above for more than 11 months.
- 3 Individuals in locum Consultant positions may be eligible, but a final decision depends on factors such as whether or not the individual has previously held a substantive Consultant position, the reasons for the individual being in a locum rather than a substantive position and their contributions to activities such as teaching.
- 4 Candidates should provide evidence of current and future commitment to medical education.
- 5 Proposers are asked to specify their candidate's teaching activities as this is a requirement for Fellowship.
- 6 We recognise the valuable role that SAS doctors play, and welcome their nomination for Fellowship. Those in the UK (Staff and Associate Specialists) holding MRCP (UK) or MRCPCH are eligible for election to Fellowship after a minimum period of 10 years post full registration. We recognise, and particularly value, evidence of the following, and would encourage that these are reflected in the submission for nomination:

- **Service Development** – evidence of significant ongoing development to developing or improving patient services. This may include building up an existing service, or developing a new service.
- **Quality Improvement /Audit work** – evidence of a lead role or active participation in quality improvement / audit projects
- **Teaching, education and training** - evidence of significant, sustained contribution to undergraduate and/or postgraduate teaching and/or assessment. This may include hosting and teaching medical students or doctors in training.

We also recognise any defined role that a UK Associate Consultant or SAS doctor may have in education, training, management, research, as well as any significant involvement in **professional organisations** related to medicine/healthcare (e.g. Royal Colleges, Specialist societies, Guideline Development Groups etc.) ***Proposers of UK Associate Consultants and SAS doctors are invited to provide covering letters outlining their candidate's careers, and their reasons for proposing the candidates. Proposers seeking additional guidance can contact the Secretary or Vice President (International).***

- 7 General Practitioners who hold MRCP(UK), MRCP Edin or MRCPCH are eligible for election to Fellowship when they have held a GP salaried post or GP Principal post for at least 2 years. GP candidates are not required to show evidence of publications or teaching, but documented evidence of continuing professional development (CPD) learning activities relating to Medicine will be required.
- 8 We encourage the nomination of individuals who are not physicians, where their work has made a significant contribution to the practice of medicine either of itself or through close collaboration with physicians and paediatricians.

HOW TO SUBMIT A NOMINATION

- Nominations should be submitted using the appropriate online nomination form. Please go to <http://www.rcpe.ac.uk/membership/fellowship> and click on the link which will take you to the nomination forms (Fellows' log-in required).
- Enquiries about Fellowship nominations or the procedure for putting forward nominations should be directed to Avril Harries (telephone: + 44 (0) 131-247 3650, or e-mail: a.harries@rcpe.ac.uk).
- A full and up-to-date copy of the candidate's curriculum vitae must be uploaded when completing the online form, including present appointments, previous appointments and contributions to literature.
- Nominations may be submitted at any time of the year. They are examined by the Fellowship Committee which then makes its recommendations to Council. Council may or may not accept the Committee's recommendations. If accepted, the candidates' details are then circulated to the Fellows, who may send in comments on individual candidates for the attention of Council.

*Dr Lesley Dawson FRCP Edin
Secretary*