



ACPIN Awards Regulations and Guidance

Three awards, Distinguished Service, Fellowship and Honorary Fellowship are awarded by the ACPIN Awards Committee in accordance with the terms set out in the Articles of Association.

1. Rights and Privileges of Awardees

1.1 **Distinguished Service** awardees shall receive a Certificate of Distinguished Service

- 1.1.1 Are entitled to a one 1-day, non-transferable complementary ticket to the ACPIN conference at which they receive their award (normally the 1st day of the conference) as well as standard return travel

1.2 **Fellows** shall receive a Certificate of Fellowship

- 1.2.1 Are entitled to a one 1-day, non-transferable complementary ticket to the ACPIN conference at which they receive their award (normally the 1st day of the conference) as well as standard return travel
- 1.2.2 Shall be entitled to use the description “Fellow of the Association of Chartered Physiotherapists in Neurology”
- 1.2.3 Shall be entitled to use the designatory letters “FACPIN”
- 1.2.4 Shall be entitled to life membership of ACPIN
- 1.2.5 Fellowship shall be conferred for life save only that it may be withdrawn at the direction of the ACPIN Board

1.3 **Honorary Fellows** shall receive a Certificate of Honorary Fellowship

- 1.3.1 Are entitled to a one 1-day, non-transferable complementary ticket to the ACPIN conference at which they receive their award (normally the 1st day of the conference) as well as standard return travel
- 1.3.2 Are entitled to use the description “Honorary Fellow of the Association of Chartered Physiotherapists in Neurology”
- 1.3.3 They shall not acquire any other rights and privileges of membership of ACPIN
- 1.3.4 Honorary Fellowship shall be conferred for life save only that it may be withdrawn at the direction of the ACPIN Board
- 1.3.5 Shall be entitled to use the designatory letters “FACPIN (Hon)”
- 1.3.6 Shall be entitled to life membership of ACPIN

1.4 **Fellows and Honorary Fellows** may be called upon jointly or severally to advise the ACPIN Board and its committees on matters pertaining to the advancement of neurological physiotherapy

2. Criteria for Award

- 2.1 A nominee for award of **Distinguished Service** must be a current, paid-up member of ACPIN who has made a committed and longstanding contribution to the work of ACPIN at a local or regional (English region / N. Ireland, Scotland, Wales) level
- 2.2 A nominee for award of **Fellowship** must be a current, paid up member of ACPIN who has advanced the speciality of neurological physiotherapy as a whole, at a national (UK-wide) / international level, by forwarding the boundaries of professional knowledge and furthering the aims of ACPIN
- 2.3 A nominee for award of **Honorary Fellowship** may be any eminent person not eligible for a Fellowship whom the ACPIN Board considers it appropriate to honour

3. Procedures for Nomination

- 3.1 A nomination should be made by two current members of ACPIN and be accompanied by robust evidence addressing the criteria in Section 2
- 3.2 Nominations should be sent by **midnight 15th December 2019**.
- 3.3 These will be considered by an Awards Committee. This committee will consist of 5 ACPIN members: ACPIN chair, vice chair and three non executive committee members
- 3.4 Nominations approved by the Awards Committee are eligible to receive their Award on the first day of the ACPIN conference

4. Guidelines for Assessment of Nominations

- 4.1 Contribution to the advancement of ACPIN / neurological physiotherapy
 - (i) **Innovation** – development of treatment, client / patient management, education, research, policy
 - (ii) **Forwarding the boundaries** of neurological physiotherapy knowledge
 - (iii) **Furthering the overall aim of ACPIN:** *“To maintain and further develop clinical excellence in neurological physiotherapy which will be of benefit to the current and future needs of both the profession and the general public”*
- 4.2 Validity of contribution
 - (i) Evidence of the contribution, as described in paragraph 4.1, should be included in the nomination proposal

5. Nomination Form

See separate form

6. Guidance notes

- All nominators should have first-hand knowledge of the nominee and be able to document their contribution to the speciality
- Please complete the form by typing rather than in handwriting
- Indicate why you are submitting this nomination (no more than 1,000 words in typescript)
- The nomination form has empty columns for free text, so please expand them to provide sufficient explanation / evidence to help the Awards Committee understand your perspective and form an opinion.
- It is important to provide as much information as possible about the nominee, and try to explain what their actual contribution in an area has been, as opposed to just listing jobs or posts held as well as their contribution above and beyond their normal day to day duties
- Please do not send in examples of the nominee's work, although you may refer or link to material that is publicly available
- The amount and type of evidence will vary depending on the award you are nominating for: Distinguished Service, Fellowship, or Honorary Fellowship
- Please justify, with as much factual evidence, each statement rather than merely asserting your belief – the Awards committee may not know your nominee personally so it will need as much factual evidence to support your claims to help it determine the suitability of an award
- The Awards committee will accept a nomination for all members of a regional committee if it can be shown that everyone has contributed over a period of time
- This guidance is given in good faith: nominators are accountable for the accuracy and truthfulness of the information provided in the submission
- Please note that these suggestions are for guidance only, and it is not expected that every nomination will include information in all categories.

Introduce the nominee

This could include:

- For **Distinguished Service Awards**:
 - Role, post in which they have distinguished themselves
 - Years over which this work has been undertaken
 - Why and in what aspect this work is exemplary and distinguished e.g.: how does it differ from their normal paid work-related duties
- For **Fellows / Honorary Fellows**
 - Employment/work history and speciality experience
 - Clinical/research/education/management expertise



- Neuro profession-specific activities (this could be CPD activities; voluntary / honorary lectures or presentations given; publications; committee work; grant procurement; research activities; charitable works)
- Work with / on behalf of ACPIN / CSP at national / international level

Background and context

- Provide an overview of the individual's profile and standing, including why the nomination is being made
- It is important to highlight the area of contribution, for example, clinical practice, education, management, research, service delivery, etc.

Historical overview of involvement

- It is important here to give examples of the nominee's contributions over an extended period of time, with dates, in relation to their role and its context.

Influence of the nominee on the speciality or members of the speciality

- It is also important to include some justification of the impact of the individual's role, for example, on the speciality, on the public, on colleagues, on the research base, etc.

Other important topic areas to include in the statement:

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