

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 an annual report to the Education & Professional Standards Committee.

Requirements for Fellowship

In line with other professional bodies, 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 to the field of Medical Physics & Engineering in each of the 3 elements, as follows:

1. Professional Impact and Innovation
2. Professional Responsibility, Leadership and Influence
3. Professional Contribution Beyond the Immediate Role

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 open to all professional groups, including technologists and scientists, working across a range of professional environments such as frontline healthcare, academia, and industry.

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.

2. Application form

Complete the IPEM Fellowship application form for either routes A or 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

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utilise this section by providing a name and contact details. However, it is not mandatory to do so.

3. Proposers

For both routes outlined below, you should ask your references 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

Route A: Self nomination

You must ask two IPEM fellows to propose you. Each proposer 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.

You can download the guidance for proposers from the IPEM website, and you're expected to collect these references ahead of submitting your application for Fellowship.

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 may instead submit references from two senior members of your profession / professional institution / organisation. In the event that the panel is not satisfied with the suitability of these referees, applicants may be asked to submit a third reference.

Route B: Nomination by IPEM Fellows

A total of three IPEM Fellows will be required to support an application made in this way. The person being nominated will have to collect nominations and documentation ahead of applying for Fellowship. 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 submit your proposers supporting statement on application. The criteria for IPEM Fellowship can be downloaded from the IPEM website, and you'll be requested to submit your proposer's role, name and email address, to verify the documentation you have provided as part of your application. It is also noted that it is the applicant's responsibility to ensure

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proposers have agreed to be contacted by IPEM to confirm validity, ahead of the application submission.

4. Documents for Submission

- (i) Fellowship application form, confirming that you wish to be considered for Fellowship
- (ii) Completed references from your proposers who have agreed to support your application
- (iii) 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.
- (iv) 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.
- (v) 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
- (vi) 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.
- (vii) 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 diverse representation of our membership. 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.

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5. Examples of attainments in each element

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

Criterion 1 – Professional Impact and Innovation

This criterion captures **innovation, advancement and intellectual contribution**, regardless of sector:

- Development, implementation, or significant improvement of:
 - Clinical services, techniques, workflows, or technologies
 - Products, systems, or commercial solutions
 - Research outputs translated into practice
- Research and scholarship:
 - Original research with demonstrable impact
 - Peer reviewed publications, patents, software, datasets
 - Competitive funding as lead or senior contributor
- Educational innovation:
 - Creation of new curricula, programmes, or training pathways
 - Novel teaching or assessment approaches with demonstrable uptake
- Standards, methodologies, or technical frameworks adopted beyond the applicant's immediate role

Criterion 2 – Professional Responsibility, Leadership, and Influence

This criterion captures **professional authority and responsibility**, not innovation itself:

- Leadership of people, services, facilities, programmes, or portfolios
- Accountability for:
 - Safety, quality, governance, or regulatory compliance
 - Budgets, contracts, or strategic resources
 - Equality, diversity, inclusion, and professional culture
- Senior professional judgement influencing organisational decisions
- Development and supervision of staff, trainees, students, or apprentices
- Sustained influence within complex organisational structures (clinical, academic, industrial)

Criterion 3 – Professional Contribution Beyond the Immediate Role

This criterion deliberately **excludes** activities that are primarily job required:

- Leadership or substantial contribution to:
 - Professional bodies (e.g. IPEM and equivalents)
 - National or international committees, boards, or working groups
- Contribution to:
 - National training and equivalence schemes (STP, HSST, PTP, apprenticeships)

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- Accreditation, standards, or regulatory frameworks
- Conference leadership, organisation, or programme development
- Peer review for journals, funding bodies, or professional organisations
- Advocacy for the profession:
 - Engagement with government, regulators, policy bodies
 - Public or professional outreach
- Editorial roles, guideline authorship, examination or assessment leadership

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.

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 or 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.

Fellowship recognises not only professional excellence, but a commitment to supporting and advancing the profession as a whole. For many Fellows, this includes giving time, expertise, and leadership to help others develop, just as they themselves were supported earlier in their careers. Contributing in this way is widely regarded as one of the most rewarding aspects of Fellowship. Fellows are also seen as ambassadors for IPEM and our profession.

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 finish groups and external representatives which plan, organise and deliver its work. IPEM also supports outreach events requiring dedicated volunteers.

8. Unsuccessful applications

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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 email membership@ipem.ac.uk