

Guidance Notes for Proposers and Seconders of IPEM 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.

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. 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 aimed at all professional groups, technologists as well as scientists and all professional environments, including frontline healthcare, academic and industry personnel.

How to apply for Fellowship

1.

(i) Route A

Go to www.ipem.ac.uk and select 'Join IPEM', complete a self-nomination and obtain supply references from your two nominated proposers

(ii) Route B

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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.

Role of a Proposer

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

There are three options for a proposer of 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 at present 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.

Requirements of a proposer

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

Please detail, with examples, how the applicant has fulfilled the exacting criteria for Fellowship in the three areas of endeavour listed above. Where appropriate, and accurate, use superlatives but with clear evidence. After all, Fellowship is about excellence. Your narrative should not be a rehash of the applicant's CV or their own narrative.

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.

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.

You may wish to use some of the following nouns, adjectives and phrases:

Determination	Drive	Innovation	Creativity	Impact
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Ambassador	Commitment	Respect	Recognition	Performance
Trusted	Wise	Persuasive	Resourceful	Dedicated
Unstinting	Inspirational	Passionate	Enthusiastic	Supportive
Conscientious	Exemplary	Admired	Diligent	Making a difference

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

Examples of attainments in each element

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

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

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
 - Equity, 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)

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)
 - 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

Timelines

Please provide your response ahead of the applicant submitting their application for Fellowship. Application can not be processed until all supporting documentation has been submitted.

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