



# Faculty of Public Health

of the Royal Colleges of Physicians of the United Kingdom

Working to improve the public's health

## Distinction and honorary grades of membership 2018-2019

### Guidance for proposals

Election to Membership or Fellowship of the Faculty Public Health (FPH) via the distinction or honorary routes is the FPH's way of recognising those who have made a significant contribution to one or more of the following areas:

- to the science, literature or practice of public health
- to raising the profile of public health
- to the work of FPH itself.

Two existing Fellows of the Faculty of Public Health normally need to nominate every candidate for distinction or honorary membership. Nominations are submitted annually, normally between the end of July and the end of the year. The results are normally announced in February of the following year.

**NOTE:** In October 2017 the FPH Board removed the restriction against self-nomination. Potential distinction and honorary members may self-nominate using the nomination form but **MUST** submit **two** individual references alongside the form describing the individual's contributions to public health and contribution/ potential contribution to the work of FPH.

The FPH Board has also removed the restriction on the number of individuals each Fellow is allowed to nominate each year.

In this document you will find:

- 1 – The distinction and honorary grades of membership explained**
- 2 – The rules and processes for making a proposal**
- 3 – Filling in the nomination form**
- 4 – How to answer each question**
- 5 – What happens after you submit your nomination form**

The closing date for receipt of proposals for all grades of distinction and honorary membership, with the exception of Practitioner Membership through Distinction, is 5pm **1 December 2018**.

Proposals can be submitted throughout the year for Practitioner Membership through Distinction and the Fellowship Committee will agree monthly on those that are successful.

**If you have any queries about the nomination process then please email [membership@fph.org.uk](mailto:membership@fph.org.uk) or call 020 3696 1453.**

## 1 – The distinction and honorary grades of membership

There are five categories of distinction and honorary membership available:

- Honorary Fellowship
- Honorary Membership
- Fellowship through Distinction
- Membership through Distinction
- Practitioner Membership through Distinction

The difference between distinction and honorary membership is that holders of Membership or Fellowship through Distinction will normally work within core public health practice, whether in the UK or overseas. Honorary Members do not need to have worked in core public health and may not have had a professional public health background. Honorary Fellows, who hold the highest level of FPH membership, also may or may not have worked previously in core public health.

### The definition of core public health

FPH considers core public health practice to be work which contributes to **one or more of** the three domains of public health:

1. Health improvement, including work to improve mental and physical health as well as health inequalities
2. Health protection, including disease prevention, environmental health and urban planning
3. Improving services for clinical effectiveness, efficiency, service planning, audit and evaluation, equity or clinical governance

Public health intelligence which supports these three domains, including academic research, is also considered core public health as part of FPH's nomination criteria.

This definition can be applied to anyone who considers public health as being the primary part of their role.

### Honorary Fellowship

Honorary Fellowship is the highest level of FPH membership possible. Only ten Honorary Fellowships can be awarded each year. Proposals should reflect this by putting forward nominations of only the highest achievements in public health. Proposals will be scored according to the criteria outlined below.

Honorary Fellows will have made an outstanding contribution to one or more of the following areas:

- Improving the health of the public.
- Improving the practice of public health.
- Contributing to the remit of the FPH.

Those awarded Honorary Fellowship from January 2013 use the designation HonFFPH

Candidates for Honorary Fellowship who do not make the final ten may be awarded Honorary Membership instead.

Examples of previous Honorary Fellows include

- Past FPH Presidents
- Chief Medical Officers who have made a substantial impact on public health

- Public health champions whose efforts have been instrumental in major changes to UK and global public health policy.

**Honorary Fellows are not expected to pay subscription fees to maintain their membership.** They are also exempt from participating in the FPH CPD scheme.

## Honorary Membership

Honorary Membership is FPH's way of honoring those people who do not work in core public health practice. **Only fifteen Honorary Memberships can be awarded each year.** They are people not eligible for any other category of membership of FPH, but who have made a significant contribution to the science, literature or practice of public health or have rendered a major service to FPH.

Candidates for Honorary Membership will not be FPH members or previously have been FPH members in any category, nor will they be on a specialist register in public health.

Those awarded Honorary Membership also use the designation HonMFPH to avoid confusion with those who use the MFPH designation, having demonstrated set levels of competence in public health.

Examples of previous Honorary Members include:

- Specialists from other medical professions who have made significant contributions to FPH work and public health policy.
- Professionals from other public services, such as police officers, who have made substantial contributions to public health programmes.
- Officers within other UK health organisations or charities who have contributed to FPH work or wider public health.

**Honorary Members are not expected to pay subscription fees to maintain their membership.** They are also exempt from participating in the FPH CPD scheme.

## Membership and Fellowship through Distinction

Membership and Fellowship by Distinction are aimed at individuals who work in core public health posts, and who have demonstrated the appropriate level of competence for the country that they work or trained in.

As a general rule, Membership through Distinction (MTD) is normally for people who work at or beyond Masters degree level in public health practice, policy or research. Fellowship through Distinction (FTD) is normally for people who work at Consultant level or beyond in public health practice, policy or research.

Those who have made a contribution to public health from the wider public health workforce, or from a lay background should be proposed for Honorary Membership.

### International nominees

FPH encourages membership from countries outside the UK. However, because of the variability in formal public health training schemes across the world, it is not possible to set comprehensive criteria for MTD and FTD which can be applied across all countries consistently. Proposers are therefore required to testify to the level at which they believe the candidate works, and to explain how it compares to similar UK qualifications.

Examples of Membership through Distinction include:

- People from outside the UK who have completed similar training in public health to UK specialists and who have made a significant contribution to public health in their region.

Examples of Fellowship through Distinction include:

- People on the UK Public Health Register as a Defined Specialist.
- People from outside the UK who work at a senior public health level, comparable with consultant in the UK, who have made outstanding contributions to the development of public health programmes in their own countries or beyond.

### **UK nominees**

This process enables the FPH to offer Membership or Fellowship to public health specialists or practitioners judged to be of sufficient standing but whose career has not followed a traditional course and who have reached a stage at which examination or portfolio would not be appropriate. This will also take into account prior options for membership which were reasonably available during the nominee's career.

Membership or Fellowship by Distinction shall **not** be used as an alternative route to Membership or Fellowship by Examination or Exemption, if such a route could be reasonably expected of the nominee.

### **UK Defined Specialists**

Defined Specialist registrants with the UK Public Health Register (UKPHR) may be eligible for Membership or Fellowship with FPH via one of the two exemption routes available. As such, defined specialists who submitted a portfolio before 1 July 2013 are automatically eligible for Fellowship through exemption. Defined specialists who submit a portfolio after the 1 July 2013 will automatically be offered FPH Membership (MFPH) through exemption upon registration with the UKPHR.

Nonetheless, defined specialists may be eligible for the award of Fellowship through Distinction based on the candidate's contribution to public health practice, policy or research or to the specialty of public health. However, this is not automatically awarded and is decided upon by the Fellowship Committee.

**Members and Fellows through Distinction are expected to undertake CPD (or claim exemption) and pay subscription fees equivalent to all other paying Members and Fellows to maintain their membership.**

### **Practitioner Membership through Distinction**

Practitioner Membership through Distinction is offered to public health practitioners who are not expected to go through the UKPHR practitioner registration process, or another applicable professional registration process. This is likely to be for applicants wishing to join FPH as a practitioner from outside of the UK and from those who have reached senior levels throughout their career thus far.

Nominations for Practitioner Membership through Distinction must demonstrate that a nominee is currently working in core public health at the level of a practitioner. [Full guidance on FPH's criteria for Practitioner Membership can be found online.](#)

### **What do we mean by practitioner?**

For the purpose of Practitioner Membership FPH defines practitioners as members of the public health workforce who work in various areas of public health practice, including health improvement, health protection and health and social care quality (often called "healthcare public health"). FPH considers practitioners to work in many places, for many organisations and

in many areas of public health. They usually work at levels 5 to 7 of the current Public Health Skills & Knowledge Framework (PHSKF) but may also be working in advanced roles above level 7.

### **Who can be nominated for Practitioner through Distinction Membership?**

- Applicants must not be eligible for any other category of FPH membership in order to be nominated (excluding FPH's Student and Associate categories)
- If a nominee is eligible for Practitioner Membership through other routes then they are not eligible for Practitioner Membership through Distinction and will be offered regular Practitioner Membership.
- A nominee may be eligible for Practitioner Membership through other routes but put forward for a membership grade higher than Practitioner Membership, such as Honorary Membership.

### **Current Criteria for Practitioner Membership**

Practitioners can become a member if they can demonstrate that they meet the following criteria and have this assured by an existing FPH Member or Fellow.

- A relevant professional registration
- A Graduate qualification in a relevant field or equivalent
- Current experience working at the level of a practitioner for at least 3 years

Practitioner Members through Distinction are expected to undertake CPD and pay subscription fees equivalent to all other paying Practitioner Members.

### **The rules and processes for making a proposal for Practitioner Membership by Distinction**

Proposals can be accepted throughout the year for Practitioner Membership through Distinction and the Fellowship Committee will agree monthly on those that are successful.

## 2 – The rules and processes for making a proposal

### Before making a proposal you should consider the following:

1. The closing date for receipt of proposals is **Friday 1 December 2017**. Late proposals will not be accepted.
2. Proposal forms can be downloaded from the Faculty's web site at:  
[http://www.fph.org.uk/distinction\\_grades\\_of\\_membership](http://www.fph.org.uk/distinction_grades_of_membership)
3. Each proposal must be signed by two FPH Fellows currently in good standing, using a **single** form. If self-nominating the proposal must be accompanied by two references describing the individual's contributions to public health and contribution/ potential contribution to the work of FPH.
4. Proposers/ referees must have knowledge of the work of the candidates they are nominating and must state clearly in what capacity they know them (eg work colleague or personal friend). They must also confirm that they do not stand to gain any personal benefit from the nomination.
5. It is the responsibility of proposers to highlight the work of the candidates they are nominating in order to bring the key elements relevant to the criteria that are used for assessment to the committee's attention. Committee members cannot take responsibility for failing to consider relevant information that is not included in the proposal form.
6. Candidates should not be proposed if they might reasonably be expected to have taken (or take) the FPH's Membership exams, completed specialist registration or qualify for any other FPH membership category. Nominations from candidates such as these will be rejected.
7. Proposals must be treated as confidential but proposers may tell potential candidates that their names are going forward for consideration on the understanding that success is not a foregone conclusion. The Fellowship Committee will only accept applications directly from nominees if supported by two appropriate references.

### Whilst preparing your proposal you should also be aware that:

1. Supporting papers and CVs are not required and will not be accepted or considered by the Fellowship Committee.
2. The Board delegates the function of assessing nominated candidates to the Fellowship Committee, comprising FPH Officers and four Committee members. Their recommendations are submitted to the Board for formal approval.
3. The Fellowship Committee reserves the right to move nominations between categories and an applicant may receive a different grade to that which they were nominated for. For example, a nomination for Membership through Distinction may result in an award of Fellowship through Distinction, and vice versa.

### 3 – Filling in the nomination form

1. Each form must be typed and submitted electronically. Hand written forms that have been scanned will not be accepted.
2. Each form must be signed by two Fellows of FPH currently in good standing **OR** if self-nominating must be accompanied by two references describing the individual's contributions to public health and contribution/ potential contribution to the work of FPH.
3. Both signatures must appear on the same form. Scanned signatures are acceptable
4. Specific evidence of the candidate's contributions to one or more of the criteria must be provided in the appropriate boxes of the proposal form.
  - contribution to the science, literature, or practice of public health
  - raising the profile of public health
  - contribution (or potential contribution) to the work of FPH

The evidence included in these boxes will be used by the Fellowship Committee to judge the candidate's suitability, and to score the application.

5. Do not assume knowledge of a candidate's excellence. Provide concise evidence of their substantial individual contributions to public health, above and beyond their role. A list of job titles is unlikely to be enough.
6. **Please ensure that you adhere to the word count where stated and that your answer to each question is within the minimum and maximum word count requested. Nominations which provide insufficient detail will be rejected.**

## 4 – How to answer each question

Distinction and honorary grades of membership are primarily for recognising significant contributions to public health or to FPH and a scoring system is used which assesses this based on three criteria. Although each nomination will have been put forward for a particular membership category, the Fellowship Committee will score each nomination according to the same criteria and then award the most appropriate grade of membership.

This means that a nomination for Membership via Distinction can result in an award for Fellowship via Distinction if it has been scored as such. In order to inform this decision the following scoring system will be used for every application.

This scoring process applies to Question 4 after proposers have chosen the membership category they wish to nominate a candidate for and have demonstrated why this category is appropriate.

### Q1. Select category of award

Proposers are asked to select the membership category they wish to nominate their candidate for. Only one may be selected. Check the relevant box

### Q2 Is the nominee working in Core Public Health?

Proposers are asked whether the nominee is working in core public health practice. This allows the scorers to decide whether an application is suitable for a distinction or an honorary grade.

Is the nominee working in Core Public Health?	Yes	No
Meaning ...	Nominee is working in core public health	Nominee is not working in core public health
Therefore ...	Candidate will be considered for a Distinction grade.	Candidate will be considered for an Honorary grade

The Committee's definition of core public health is [outlined earlier in this document](#).

### Q3. Is the nominee working at specialist level or equivalent?

Proposers are asked whether their nominee is working as a minimum at specialist level or equivalent. This allows scorers to decide whether the applicant is working at the minimum level required for Fellowship of FPH. If a nominee is not working at a specialist level they may not be eligible for Fellowship with FPH and will be considered for Membership (MFPH) or Practitioner Membership (PPFH).

Is the nominee working at specialist level or equivalent?	Yes	No
Meaning ...	<b>Qualified:</b> operating at least at specialist level, or the equivalent post in a non-medical employment structure	<b>Unqualified:</b> there is no evidence of the candidate operating at specialist level or equivalent
Therefore ...	Candidate meets minimum standards of membership	Candidate may not be eligible for Fellowship with FPH and will be considered for Membership (MFPH) or



		Practitioner Membership (PFPH)
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Proposers who answer 'Yes' to either Question 2 or Question 3, will need to **provide evidence on page 2** that the nominee is working in core public health and/or at a specialist level.

This check ensures that all proposals for a distinction grade of membership, regardless of whether they result in Fellowship or Membership, meet the baseline standard for the professional capability every member must demonstrate in order to be part of FPH.

Acceptable evidence includes:

- Working in a specialist or equivalent post outside of the UK
- Providing programmes, research or policy equivalent to specialist standard in a non-medical capacity.

#### Q4 – Evidence for each of the key assessment criteria

Proposers are asked to provide evidence of the nominees achievements and contribution in each of the assessment criteria. The scoring system and examples used by the Fellowship Committee are as follows:

Criterion	Score		
	0	1	3
<b>A - Contribution to the science, literature or practice of public health (PH)</b>	Insufficient evidence of significant contribution to PH	Evidence of significant contribution to public health practice, policy or research, or to the specialty of public health	Evidence of outstanding contribution to public health practice, policy or research, or to the specialty of public health
<b>B - Contribution to raising the profile of PH</b>	Insufficient evidence of commitment to promoting PH	Significant evidence of promoting PH throughout their career	Evidence of being a dedicated advocate of PH and actively promoting PH beyond their professional obligations
<b>C – Award is of benefit to FPH</b>	No identification of specific role(s) for FPH identified.	Identified role(s) (present or future) in promoting or developing FPH's work. (eg advocacy, training or admin for FPH)	Identified major role(s) (present or future) in promoting or developing the FPH's remit at a governing, strategic or policy level.

#### Scoring Notes

For a nominee to be eligible for **Practitioner Membership through Distinction** they should obtain an average score of at least 2 from each committee member. Across the entire Fellowship Committee (based on all 12 members of the Committee returning scores) a minimum score of 24 is needed for a nomination to be awarded Practitioner Membership through Distinction. Lower scores by some scorers can be balanced out by higher scores given by others.

For a nominee to be eligible for **Membership through Distinction** or **Honorary Membership** they should obtain an average score of at least 3 from each committee member. Across the entire Fellowship Committee (based on all 12 members of the Committee returning scores) a minimum score of 36 is needed for a nomination to be awarded Membership through Distinction or Honorary Membership. Lower scores by some scorers can be balanced out by higher scores given by others.

For a nominee to be eligible for **Fellowship through Distinction** or **Honorary Fellowship** they should obtain an average score of 4 from each committee member, comprising a minimum score of 3 in one category and a 1 in another category. Across the entire Fellowship Committee this means that a minimum score of 48 is needed for Fellowship (based on all 12 members of the Committee returning scores). Lower scores by some scorers can be balanced out by higher scores given by others.

The total score for each proposal will be adjusted to account for any missing scores, which may be caused by a member of the Fellowship Committee being unable to contribute a score. Each adjusted score will be calculated using the following formula:

Adjusted score = (sum of submitted scores / quantity of scores submitted) \* scores needed

The scores indicate a guideline for the Fellowship committee; the final decision for each application is agreed through their consensus.

## **5 – What happens after you submit your nomination form**

1. The Fellowship Committee meets annually in January to assess each nomination, compare scores and make recommendations to the Board of FPH for names of those to be honoured and the category to which each nominee should be elected. Those elected by the Board will then be invited to accept Fellowship or Membership. New Fellows and Members will normally be admitted at the time of the next Annual General Meeting of the Faculty.
2. The Fellowship Committee retains the right not to award Fellowship or Membership to a candidate if the majority of Committee members believe that the award is inappropriate in light of the personal or professional status of the candidate, or if there are other factors that have an influence on their application. This can include, for example, rejecting a nomination if there is significant evidence that a nominee has conducted work that undermines the professional and moral values of FPH, either independently or via supporting an employer with a poor human rights record.
3. The Fellowship Committee will endeavour to make a judgement on the appropriateness of each nomination. However proposers and committee members accept that such judgement is limited to the Committee members' assessment of the information contained within each nomination. The Board may request further scrutiny of a nomination if insufficient information is available and the Fellowship Committee is in doubt of their ability to reach a reasonable decision.
4. Proposers will be informed of the Board's decision either by post or by email in March; no information will be divulged before then. The Board has ruled that there shall be no correspondence on decisions of the Fellowship Committee. This means that feedback will not be given on any of the results or decisions made.
5. On election, all candidates must agree to comply with the Faculty's minimum CPD standards either by participating in the FPH CPD scheme and submitting an annual return or by being given a formal exemption against the criteria from doing so. However, candidates who are elected to Honorary Membership or Honorary Fellowship will be automatically exempted.
6. In the event of rejection, proposals will not be considered until the next annual meeting of the Fellowship Committee when a fresh submission will be required using the current year's proposal form.