

**FELLOWSHIP
BY NOMINATION
BY APPLICATION**

GUIDANCE NOTES

**NOMINATOR
SECONDER
NOMINEE**



ABOUT FELLOWSHIP

FOREWORD BY THE PRESIDENT

Dear Members and Fellows

The vast majority of our colleagues up and down the country are doing a fantastic job in ever more difficult circumstances. As our profession witnesses another change to the National Health Service, our role becomes even more important to the communities that we serve. It is essential that we recognise the efforts of our Members in the very many ways in which they choose to make their contributions to General Practice.

For a number of years now we have been trying to dismantle the perception that the College is an 'ivory tower'. The College is, in fact, tens of thousands of GPs in the thousands of consulting rooms throughout the world. Our local networks are the only way that Members doing a good solid job, consistently and with quiet dedication, can be identified.

You will know a colleague who should be 'FRCGP'; who should be acclaimed and commended. Perhaps you are at a point in your career at which you are setting yourself a professional development target. We have learnt that we are in the most part a humble bunch. We don't like to put our hands up for praise, we don't like to 'sell ourselves'. This should not hinder us from being tangibly appreciated by our profession.

This new incarnation of Fellowship is, we hope, a combination of the best elements of what has gone before. Restoring the thrill through nominations, avoiding a tick-box exercise, judgment rather than measurement, with the desire for less paperwork are the driving forces. The most important change for me is the trust central College will place in our local networks to recommend Fellows to our Committee.

We must accept that we will not get it completely right first time. Over this first year we will slowly polish the principles, processes and requirements with your help. If you find a particular approach is working well for you then we would like to hear about it. If something doesn't feel right or you are coming up against a recurring problem then it is our role to help.

Lastly, I hope that you will find the forms easy to complete. We all have many forms to complete in our professional lives and we want to make this as simple as possible.

With very best wishes

Iona Heath
President

December 2010

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WHAT IS FELLOWSHIP?

Fellowship is the highest level of Membership of the College. The College's first Fellows were elected in 1969. A Fellow of the College exemplifies its motto 'cum scientia caritas', and is an ambassador for the College's standards and values in whom the College is happy to signal its pride.

MEMBERSHIP OF THE RCGP

Throughout this document, and the Fellowship process, you will see 'Member' which refers to members of the Royal College of General Practitioners who have passed the College's assessments (MRCGP or iMAP). Associates are 'members' of the College and not eligible to participate in the appointment of Fellows.

POTENTIAL ACHIEVEMENT CATEGORIES

The following achievement categories may be referred to when preparing statements/citations. These areas of achievement are designed to assist contributors in structuring their submissions; enable Faculty Fellowship Committees to consistently review and recommend Members; and to assist the Fellowship Committee in their role in quality 'control' and random sampling.

Clinical Practice

The intention is that patients of a doctor who is a Fellow of the College should be confident that he or she, regardless of any other accomplishments, practises to a clinical standard with which the College is satisfied, delivering safe personal medical care.

The nature and quality of a candidate's clinical responsibilities should be clear.

For nominees/candidates not working in general practice

The nomination should demonstrate how activity in the nominee's/candidate's own clinical field has furthered the care of patients in general practice and how they have aimed to uphold the ethos of the College.

Patient-Centred Practice

Nominations/applications in this category might show evidence of 'practical caritas'.

It may be possible to indicate practical changes to practice arising from patient involvement or suggestions. The nominee/applicant may be involved in a patient participation group, in the practice or more widely.

Leadership

Nominees/candidates might have been involved in activities such as RCGP work at Faculty, national or international level, work with primary care organisations or other healthcare bodies, including at practice level, or in any field (including the medico-political) where he or she has the opportunity to promote the quality and reputation of general practice.

Nominators and Committees might want to consider the nature, scope, scale and length of service of the candidate's leadership role; the impact and outcomes of the achievement; and any degree of self-sacrifice to serve needy communities or patients.

Important leadership qualities also include the empowerment of others.

The degree of achievement might be titrated against the scale of the challenge – in other words, achieving a great deal in a relatively minor role might be seen as the equivalent of lesser success at a more major and challenging role, and vice versa.

Teaching and Education

The following are examples of roles and activities Faculty Fellowship Committees might wish to review for recommendation to Fellowship:

- i. At least five years as a GP VTS trainer / undergraduate teacher / Foundation Year 1 or 2 supervisor
- ii. Appointment as a GP Tutor or Course Organiser (England) or equivalent
- iii. Undertaking a national assessment role, either within the College (e.g. MRCGP examiner; MAP, QPA or QTD assessor) or outside the College (e.g. Summative Assessment assessor)
- iv. Acting as an appraiser
- v. Appointment as a Senior Lecturer
- vi. Appointment as an undergraduate or Foundation Programme Director or equivalent
- vii. An appropriate postgraduate qualification in teaching or education such as Diploma in Medical Education
- viii. Publication on educational topics in peer-reviewed journals
- ix. A substantial contribution to the development or delivery of undergraduate or postgraduate courses
- x. Work of national significance in undergraduate or postgraduate medical or health care education

Or:

- i. At least one year as a Deputy or Associate Director of Postgraduate GP Education (England) or equivalent, or as a Deputy or Associate Postgraduate Dean
- ii. Appointment as a Director or Dean of Postgraduate GP Education or as a Postgraduate Dean
- iii. Appointment as a Professor or Reader in General Practice
- iv. Attained an appropriate postgraduate qualification at Masters level or above
- v. A management or leadership role in a national assessment process
- vi. Authorship of books on medical or health care education
- vii. Evidence of work of international significance in undergraduate or postgraduate medical or health care education

Innovation and Creativity

The environment and context in which a GP works affects the extent of the effort required to be innovative.

Innovation has been described as 'applied creativity' and 'a constituent of design'¹. Nominators submitting in this category might wish to point to identifiable outcomes of the nominee's innovative or creative activity in one or more of the following areas:

¹ Prof. Richard Kimbell, Goldsmiths University of London, 2002

- i. Clinical care, e.g. innovative models of care delivery or the application of best practice
- ii. Teamwork, e.g. innovative ways of multidisciplinary working
- iii. Non-academic publications e.g. newsletters, journalism, articles, commentary, books
- iv. The philosophy of primary care, e.g. new ways of describing, analysing or explaining aspects of general practice through, for example, lectures, writing or the media
- v. Teaching, e.g. initiating original ways of teaching and learning in the practice, or within vocational training
- vi. Media engagement, e.g. promoting the understanding of, and higher standards for, primary care through contributions to newspapers, magazines, radio and television
- vii. Particularly strong candidates in this category are likely to be – at least within the profession – well-known by virtue of the impact of their work. They might have had an influence on some aspect of the discipline at national level, or be associated with a particular ‘high profile’ project. Educational innovators might, for example, have developed new materials for e-learning, distance learning, continuing professional development or multi-professional education

Academic and Research

The following are examples of achievements a potential Fellow might demonstrate if submitting in this category:

- i. A postgraduate degree in research e.g. taught Masters with significant research component, MPhil, MD or PhD
- ii. Publications in peer-reviewed journals
- iii. A research post in university department, or substantive role within research network or accredited research practice
- iv. Membership of a research management or funding body (e.g. NHS R&D committee, RCGP Research Group, MRC)
- v. Membership of the editorial board of a primary care research journal
- vi. Recipient of a national research award or personal research development award (e.g. John Fry medal, Research Council or NHS training fellowship)
- vii. Invitations to present research work at national or international meetings
- viii. Evidence of obtaining project grants or attracting research funding to undertake work relevant to general practice
- ix. Contribution to research capacity development e.g. by supervising research students.

Particularly strong candidates in this category might have achieved one or more of the following:

- i. A significant body of publications in the leading peer-reviewed journals
- ii. A senior position in a university department (Reader or Professor)

- iii. Award of Fellowship of the Academy of Medical Sciences or of other Royal Colleges as a result of contributions to research
- iv. Evidence that his or her own research has had an impact on national policy or practice
- v. Invitations to deliver eponymous lectures
- vi. Editorship of a primary care research journal.

THE PROCESS

<p>NOMINATOR</p> <p>Member 5 yrs 500 word citation</p>		<ul style="list-style-type: none"> • Faculty Member not necessarily a Fellow • 5 years in good standing • 500 words summarising the nominee's key achievements to date
<p>FACULTY FELLOWSHIP COMMITTEE</p> <p>Logs member as possible candidate Check 5 years in good standing Check with GMC/PCO</p>		<ul style="list-style-type: none"> • Check not already being nominated • Chance to flag up any early concerns to avoid upset • Provost/Chair to check PCO Performers' List and GMC
<p>NOMINATOR</p> <p>Engages 2 x seconders</p>		<ul style="list-style-type: none"> • Seconders to remain anonymous
<p>SECONDER</p> <p>400 word supporting statement</p>		<ul style="list-style-type: none"> • Faculty Member not necessarily Fellow • 5 years in good standing • 400 words supporting the nominator
<p>NOMINEE</p> <p>1000 words Complaints declaration</p>		<ul style="list-style-type: none"> • Member • 5 years in good standing • 1000 words covering key career achievements to date
<p>FACULTY FELLOWSHIP COMMITTEE</p> <p>Faculty Provost and/or Chair approves</p>		<ul style="list-style-type: none"> • Receive 4 forms as submission • Sign off application • Forward names to fellowship@rcgp.org.uk using Faculty Recommendations form
<p>QUALITY ASSURANCE PANEL</p> <p>Random sampling of recommended candidates All rejected candidates</p>		<ul style="list-style-type: none"> • Convened quarterly as independent panel • Quality and consistency review
<p>FELLOWSHIP UNIT</p> <p>GMC conditions check</p>		<ul style="list-style-type: none"> • Check license and registration
<p>FELLOWSHIP COMMITTEE</p>		<p>Review and submit to Council if in agreement</p>
<p>FELLOWSHIP UNIT</p> <p>Inform Member and faculty</p>		<ul style="list-style-type: none"> • Letter to Member re outcome • Fee request

SECTION ONE | FELLOWSHIP BY NOMINATION

GUIDANCE FOR NOMINATORS

1. The College Ordinances require that the candidate must have been a Member of the College in good standing for at least five **continuous** years at the date of nomination to the Faculty Fellowship Committee.
2. Your nomination must be endorsed by two seconders. Their role is to confirm the accuracy of the application and to attest to the qualities and achievements on which you base the nomination for Fellowship. As nominator you should engage the seconders without consultation with the candidate.
3. At least one member of the 'nominating team' should be in a position to attest to the nominee's clinical work.
4. Subject to these guidelines, the choice of supporters is a matter for you, though the Fellowship Committee of Council will wish to be satisfied that they are in a position to make unbiased, comprehensive and value-added statements. The seconders' forms should be returned to you.
5. As Nominator you must be a Member of Fellow of the College in good standing. You must not be a family relation of the nominee.
6. Practice colleagues may nominate or second. Only one practice colleague per application will be accepted. If a practice colleague is the nominator then no further practice colleagues could be engaged as seconders.
7. The application must include a 500 word citation outlining the achievements of the nominee to date, explaining to the Faculty Fellowship Committee the esteem in which the candidate is held.
8. Once you have completed your citation, you should pass them with the candidate's statement to your identified seconders who will confirm, in 400 words, their accuracy and reliability, and provide any other appropriate insights to assist the Faculty Fellowship Committee in their discussions.
9. The nominee should be asked for 1000 words outlining and **reflecting** on their key career achievements to date in relation to the criteria for Fellowship. Nominees are advised to write in a reflective manner and not provide bulleted lists or copies of their CVs. They will be required to agree to accept the award if it is offered; pay the fee of £620; uphold the aims of the College; and declare any complaints, breach in terms of service or litigation.
10. All forms must be submitted electronically to the Faculty Fellowship Committee Chair as a 'whole' application. Nominators should submit their form, the two seconders' forms and the nominees form in one email.
11. Nominations for Fellowship are considered by the Faculty Fellowship Committee, before being forwarded to the Fellowship Committee of Council. Faculty Fellowship Committees are responsible for checking with the General Medical Council's GP Register and locally with the Primary Care Organisation's Performer's List for any outstanding performance issues likely to bring the College into disrepute. The Committee of Council meets twice a year and agrees a list of names it will recommend to Council for election to Fellowship at the next College General Meeting.
12. If your nomination is not successful, the Chair of the Faculty Fellowship Committee or Fellowship Committee of Council will write to you giving details of the Committee's decision with reasons. The recommendation of the Committee of Council is final. There is no appeal. However, you may nominate in subsequent years if there is fresh evidence for the Committee to consider.
13. OVERSEAS CANDIDATES for nomination should contact the Chairman of the International

Committee in the first instance for guidance on completion of forms.

14. There is no closing date for receipt of nominations, however to be considered at a particular Council meeting for appointment at a particular General Meeting, nominators are asked to visit www.rcgp.org.uk/fellowship for dates or see the calendar in section three of this document.

SECTION ONE | FELLOWSHIP BY NOMINATION

GUIDANCE FOR SECONDBERS

1. The College Ordinances require that you, the seconder, must be a Member or Fellow of the College in good standing for at least five **continuous** years at the date of nomination to the Faculty Fellowship Committee.
2. Two seconders are required in addition to the nominator to support an application for Fellowship.
3. Practice colleagues may act as seconders but only one practice colleague per application can be accepted. If a practice colleague is the nominator then no further practice colleagues could be engaged as seconders. Family members may not second applications.
4. By supporting the application, you confirm that you consider the candidate worthy of the award of Fellowship, and that your opinion is unbiased and based on direct personal knowledge.
5. Seconders are engaged by nominators and free to discuss the application. **No discussion should take place with the candidate.** It is helpful to the Faculty Fellowship Committee if your observations expand upon information given elsewhere in the application, rather than reiterate it.
6. Your completed section should be returned to the nominator (not to the candidate) for submission.

SECTION ONE | FELLOWSHIP BY NOMINATION









GUIDANCE FOR NOMINEES

1. The College Ordinances require that you, the nominee, must have been a Member of the College in good standing for at least five **continuous** years at the date of nomination to the Faculty Fellowship Committee.
2. Your nomination is being endorsed by two seconders (identified by the nominator) whose role is to confirm the accuracy of the application submitted by the nominator, and to attest to the qualities and achievements on which the nomination for Fellowship is based. The seconders' will remain anonymous to you until completion of the process.
3. At least one member of the 'nominating team' should be in a position to attest to your clinical work.
4. Your nominator must be a Member of Fellow of the College in good standing. He or she must not be a family relation.
5. Practice colleagues may nominate or second. Only one practice colleague per application can be accepted. If a practice colleague is the nominator then no further practice colleagues could be engaged as seconders.
6. The application must include a 1000 word statement outlining and **reflecting** on your key career achievements to date in relation to the criteria for Fellowship. Nominees are advised to write in a reflective manner and not provide bulleted lists or copies of their CVs. Nominees may wish to consider the six achievement categories to provide structure to the statement. The College understands that most GPs are humble by nature so a factual account, which should be comfortable to write, will be sufficient when received as part of a whole application. An honest account of good medical practice and patient care should be presented.
7. All forms must be submitted electronically.
8. Once you have completed your statement, you should email the form to your nominator who will complete the process.
9. You are required to agree to accept the appointment if it is offered; pay the fee of £620; uphold the aims of the College; and declare any complaints, breach in terms of service or litigation. By completing and forwarding the form to the nominator you will agree to this.
10. Nominations for Fellowship are considered by the Faculty Fellowship Committee, before being forwarded to the Fellowship Committee of Council. Faculty Fellowship Committees are responsible for checking with the General Medical Council's GP Register and locally with the Primary Care Organisation's Performer's List for any outstanding performance issues likely to bring the College into disrepute. A final GMC check will be made by the Fellowship Unit prior to the Fellowship Committee of Council convening. The Committee of Council meets twice a year (April and October) and agrees a list of names it will recommend to Council for appointment to Fellowship at the next College General Meeting.
11. Candidates for Fellowship should keep the College informed of any pending or upheld formal complaints, breach of terms of service, litigation, referral to the General Medical Council or similar, or local authority; or any past referral to the General Medical Council, whether or not upheld. Checks will be made by the Faculty Committees and the Fellowship Unit at varying stages throughout the formal process but candidates are expected to be forthcoming with such information.

You are required to declare any complaints against you on the nominee's form. The President (as Chair of the Fellowship Committee of Council) will be engaged by the faculty to investigate

whether the case should be referred back to the Fellowship Committee for further consideration, or whether the application should be halted. Rarely are complaints a bar to Fellowship and any declarations should not deter you from completing the form.

THE PROCESS

<p>APPLICANT</p> <p>1000 words Complaints declaration</p>		<ul style="list-style-type: none"> • Member 5 years in good standing • 1000 words summarising key career achievements to date. • Engages nominator
<p>NOMINATOR</p> <p>Engages 2 x seconders 500 word statement</p>		<ul style="list-style-type: none"> • Check not already being nominated through FFC • 500 words on key career achievements to date • Identifies 2 x seconders who know the candidate but who will remain anonymous until appointed • Faculty Member 5 years not necessarily a Fellow
<p>SECONDER</p> <p>400 word supporting statement</p>		<ul style="list-style-type: none"> • Faculty Member not necessarily Fellow • 5 years in good standing • 400 words supporting the nominator
<p>FACULTY FELLOWSHIP COMMITTEE</p> <p>Faculty Provost and/or Chair approves</p>		<ul style="list-style-type: none"> • Review 4 x forms • Sign off application • Forward names to fellowship@rcgp.org.uk using the Faculty Recommendations form
<p>QUALITY ASSURANCE PANEL</p> <p>Random sampling of recommended candidates All rejected candidates</p>		<ul style="list-style-type: none"> • Convened as independent panel prior to Fellowship Committee meeting • Quality and consistency review
<p>FELLOWSHIP UNIT</p> <p>GMC conditions check</p>		<ul style="list-style-type: none"> • Check license and registration
<p>FELLOWSHIP COMMITTEE</p>		<ul style="list-style-type: none"> • Review and submit to Council if in agreement
<p>FELLOWSHIP UNIT</p> <p>Inform Member and faculty</p>		<ul style="list-style-type: none"> • Letter to Member re outcome • Fee request

SECTION TWO | FELLOWSHIP BY APPLICATION

GUIDANCE FOR APPLICANTS

1. The College Ordinances require that you, the nominee, must have been a Member of the College in good standing for at least five **continuous** years at the date of nomination to the Faculty Fellowship Committee.
2. You should identify a nominator to support your application. The nominator must be a Member or Fellow of the College in good standing. They may not be a family relation.
3. The nominator should identify 2 seconders whose role is to confirm the accuracy of the application submitted by you and the nominator, and to attest to the qualities and achievements on which the application for Fellowship is based. The seconders will remain anonymous to you until completion of the process.
4. At least one member of the 'nominating team' should be in a position to attest to your clinical work.
5. Practice colleagues may nominate or second. Only one practice colleague per application can be accepted. If a practice colleague is the nominator then no further practice colleagues could be engaged as seconders.
6. Your application should be up to 1000 words outlining and **reflecting** on your key career achievements to date in relation to the criteria for Fellowship. Applicants are advised to write in a reflective manner and not provide bulleted lists or copies of their CVs. Nominees may wish to consider the six achievement categories to provide structure to the statement. The College understands that most GPs are humble by nature so a factual account, which should be comfortable to write, will be sufficient when received as part of a whole application. An honest account of good medical practice and patient care should be presented.
7. All forms must be submitted electronically.
8. Once you have completed your statement, you should email the form to your nominator who will complete the process.
9. Applications for Fellowship are considered by the Faculty Fellowship Committee, before being forwarded to the Fellowship Committee of Council. Faculty Fellowship Committees are responsible for checking with the General Medical Council's GP Register and locally with the Primary Care Organisation's Performer's List for any outstanding performance issues likely to bring the College into disrepute. A final GMC check will be made by the Fellowship Unit prior to the Fellowship Committee of Council convening. The Fellowship Committee meets twice a year (April and October) and agrees a list of names it will recommend to Council for appointment to Fellowship at the next College General Meeting.
10. Candidates for Fellowship should keep the College informed of any pending or upheld formal complaints, breach of terms of service, litigation, referral to the General Medical Council or similar, or local authority; or any past referral to the General Medical Council, whether or not upheld. Checks will be made by the Faculty Committees and the Fellowship Unit at varying stages throughout the formal process but candidates are expected to be forthcoming with such information.

You are required to declare any complaints against you on the nominee's form. The President (as Chair of the Fellowship Committee of Council) will be engaged by the faculty to investigate whether the case should be referred back to the Fellowship Committee for further consideration, or whether the application should be halted. Rarely are complaints a bar to Fellowship and any declarations should not deter you from completing the form.

SECTION TWO | FELLOWSHIP BY APPLICATION

GUIDANCE FOR NOMINATORS

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2. Your nomination must be endorsed by two seconders. Their role is to confirm the accuracy of the application and to attest to the qualities and achievements on which you base the nomination for Fellowship. As nominator you should engage the seconders without consultation with the candidate.
3. At least one member of the 'nomination team' must be in a position to attest to the applicant's clinical work.
4. Subject to these guidelines, the choice of supporters is a matter for you, though the Fellowship Committee of Council will wish to be satisfied that they are in a position to make unbiased, comprehensive and value-added statements. The seconders' forms should be returned to you.
5. As nominator you must be a Member or Fellow of the College in good standing. You must not be a family relation of the nominee.
6. Practice colleagues may nominate or second. Only one practice colleague per application will be accepted. If a practice colleague is the nominator then no further practice colleagues could be engaged as seconders.
7. The application must include a 500 word citation outlining the achievements of the nominee to date, explaining to the Faculty Fellowship Committee the esteem in which the candidate is held.
8. Once you have completed your citation, you should pass them with the candidate's statement to your identified seconders who will confirm, in 400 words, their accuracy and reliability, and provide any other appropriate insights to assist the Faculty Fellowship Committee in their discussions.
9. The candidate will provide you with up to 1000 words outlining and **reflecting** on their key career achievements to date in relation to the criteria for Fellowship. Applicant's are advised to write in a reflective manner and not provide bulleted lists or copies of their CVs. By engaging you as nominator they agree to accept the appointment to if it is offered; pay the fee of £620; uphold the aims of the College; and declare any complaints, breach in terms of service or litigation.
10. All forms must be submitted electronically to the Faculty Fellowship Committee Chair as a 'whole' application. Nominators should submit their form, the two seconders' forms and the nominees form in one email.
11. Applications for Fellowship are considered by the Faculty Fellowship Committee, before being forwarded to the Fellowship Committee of Council. Faculty Fellowship Committees are responsible for checking with the General Medical Council's GP Register and locally with the Primary Care Organisation's Performer's List for any outstanding performance issues likely to bring the College into disrepute. A final GMC check will be made by the Fellowship Unit prior to the Fellowship Committee of Council convening. The Committee of Council meets twice a year (April and October) and agrees a list of names it will recommend to Council for election to Fellowship at the next College General Meeting.
12. If the application is not successful, the Chair of the Faculty Fellowship Committee or Fellowship Committee of Council will write giving details of the Committee's decision with reasons. The recommendation of the Committee of Council is final. There is no appeal. However, you may nominate in subsequent years if there is fresh evidence for the Committee to consider.

13. OVERSEAS CANDIDATES for nomination should contact the Chairman of the International Committee in the first instance for guidance on completion of forms.
14. There is no closing date for receipt of applications, however to be considered at a particular Council meeting for appointment at a particular General Meeting, nominators are asked to visit www.rcgp.org.uk/fellowship for dates or see the calendar in section three of this document.

SECTION TWO | FELLOWSHIP BY APPLICATION

GUIDANCE FOR SECONDBERS

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4. By supporting the application, you confirm that you consider the candidate worthy of the award of Fellowship, and that your opinion is unbiased and based on direct personal knowledge.
5. Seconders are engaged by nominators and free to discuss the application. **No discussion should take place with the candidate.** It is helpful to the Faculty Fellowship Committee if your observations expand upon information given elsewhere in the application, rather than reiterate it.
6. Your completed section should be returned to the nominator (not to the candidate) for submission.

SECTION THREE | FELLOWSHIP CALENDAR

FACULTY FELLOWSHIP COMMITTEE



Formally submits names to Fellowship Unit

QUALITY ASSURANCE PANEL



- Convened as independent panel (ongoing reviews)
- Quality and consistency review

FELLOWSHIP COMMITTEE



- Approves names
- Submits to Council

COUNCIL

JUNE



Receives names

HONORARY SECRETARY



- Writes to Member
- Formal declaration of Fellowship to be awarded at general meeting

GENERAL MEETING

NOVEMBER



- Citation requested
- Award made
- Certificate bestowed
- FRCGP enabled

FACULTY FELLOWSHIP COMMITTEE



Formally submits names to Fellowship Unit

QUALITY ASSURANCE PANEL



- Convened as independent panel (ongoing reviews)
- Quality and consistency review

FELLOWSHIP COMMITTEE



- Approves names
- Submits to Council

COUNCIL

NOVEMBER



Receives names

HONORARY SECRETARY



- Writes to Member
- Formal declaration of Fellowship to be awarded at general meeting

GENERAL MEETING

MAY



- Citation requested
- Award made
- Certificate bestowed
- FRCGP enabled

Royal College of General Practitioners

Fellowship Unit
1 Bow Churchyard
London EC4M 9DQ

Tel: 020 3188 7665

E: fellowship@rcgp.org.uk

W: www.rcgp.org.uk/fellowship