

Fellowship Guidance Notes

Fellowship of the Faculty of Forensic and Legal Medicine ('the Faculty') is open to those who have held Membership (MFFLM) of the Faculty for at least 5 years or in the case of Foundation Members those who have held Membership of the Faculty (FMFFLM) for at least 5 years. In exceptional cases awarding of Fellowship may be considered prior to this, however it is for the Membership and Fellowship Committee & the Board to determine if they consider the application meets this criterion.

These notes are intended to assist applicants, nominees and referees in completion of their applications and to assist them in presenting their application.



General Guidance

- All applications must be submitted at least two weeks prior to the Membership and Fellowship Committee (MFC) meeting at which they are to be considered:
 - Dates of these meetings are available on the Faculty website
- The nomination must be supported by at least one Member (MFFLM) or Fellow of the Faculty and one other referee
 - The referees must not be a relation of the nominee
 - If only one referee is a Member (MFFLM) or Fellow of the Faculty, the second referee must be a professional referee.
- All sections of the form must be completed and word counts must not be exceeded
- All submissions must be through the Fellowship Nomination form
- Correspondence in relation to your application will be by email
- The focus of the nomination should be in relation to current and future practice rather than historic achievements or 'time served'.
- It should not be assumed that simply having been a Member (MFFLM) of the Faculty for 5 years allows an individual to become a Fellow.
- The decision of the Membership and Fellowship Committee (MFC) is final. Should a candidate wish to reapply having been unsuccessful, they may submit a new fresh application after 1 year.
- Throughout this document the term candidate will be used to describe candidates, applicants, and nominees

Nominee Details

Professional groups include General Forensic Medicine/Sexual Offence Medicine Doctor, Medico/Dento-Legal Medicine Doctor, Medical Coroner etc

Fellowships and Memberships of Royal Colleges and Faculties should be in full form rather than simple post nominals (e.g. MFFLM should be Member of the Faculty of Forensic and Legal Medicine). They should also include year of award.

Degrees, Qualifications or Honours should also include year of award and awarding Institution.

Proposer Details

Please complete this section in full

Current Practice

Please complete a separate entry for each role you hold

We recognise that many of our members may have a portfolio career therefore the box will automatically expand as required

Areas for consideration

Candidates may tick one or more of those areas which they consider apply to their application.

Personal Statement

This is the detailed evidence which the Membership and Fellowship Committee (MFC) will consider regarding the nomination/application. It should not simply be a 'cut and paste' of the contents of a CV.

Please note the maximum word count for this statement is 1000 words. An accurate, focussed statement describing specific reasons for assessors to approve applications/nominations is more important than a prolonged narrative description.

Candidates may find it useful to structure this section using the areas previously selected for consideration.

Candidates should outline and reflect on their key achievements so far relating to their Fellowship nomination. If candidates are active in clinical practice, the statement should include details of their current clinical practice.

We recognise that many candidates may feel uncomfortable in describing the contributions they have made, however we encourage an honest, reflective account of good medical practice. By reflecting on their work thus far, many candidates will be in a position to set out the depth of contribution they may have made.

Professional Practice

This category requires candidates to demonstrate that they, regardless of other accomplishments, practise to a professional standard with which the Faculty is satisfied and deliver high quality care. Candidates may decide what information they include in this section to demonstrate this. In addition:

- The nature of a candidate's professional responsibilities should be clear from the submitted personal statement. This must include details of hours/sessions worked.
- Depending on the candidate's declared working profile, the Fellowship assessors will wish to look for evidence of high quality professional practice:
- Fellowship candidates whose application is based solely or predominantly in this achievement category can be expected to submit more extensive and rigorous evidence of their clinical standards.
- Candidates are encouraged to demonstrate how activity in their own professional field has furthered the objectives of the Faculty.

Leadership

- A candidate submitting in this category may have been involved in activities such as Faculty work at national or international level, work with Medical Defence Organisations or police forces or healthcare bodies or in any field (including the medico-political) where they have the opportunity to promote the quality, standards and reputation of forensic and legal medicine.
- The MFC may want to take into account 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 support the profession.
- Important leadership qualities also include the empowerment of others, and demonstration of quality and of support. In addition, the MFC will consider what has changed for the better as a result of the candidate's leadership.
- It is likely that the degree of achievement will be measured against the scale of the challenge; achieving a great deal in a relatively minor role may be seen as the equivalent of lesser success in a more major and challenging role and vice versa.
- The strongest candidates in this category are likely to have made a widespread difference to the quality and standards of care of patients, colleagues or the development of healthcare. They might, for example, have chaired a collegiate/national Committee.
- It must also be remembered that strong leaders may show personal integrity and courage in stopping things happening – and so the outcome may be invisible.
- It should be noted that many examples of excellent practice are silent by nature in that a candidate's efforts have prevented something going wrong rather than remedied a dramatic failure.

Teaching and Education

Examples of achievements candidates may wish to highlight in this category could include:

- Acting as an appraiser
- Acting as an FFLM examiner
- Appointment as a Senior Lecturer or above

- An appropriate postgraduate qualification in teaching or education such as Masters in Medical Education.
- Publication on educational topics in peer-reviewed journals.
- A substantial contribution to the development or delivery of undergraduate or postgraduate courses.
- Work of national significance in undergraduate or postgraduate forensic or legal education.
- Teaching on a recognised, accredited course.
- Attained an appropriate postgraduate qualification at Masters level or above
- A management or leadership role in a national assessment process
- Authorship of books on forensic or legal medicine
- Evidence of work of international significance in undergraduate or postgraduate forensic or legal medicine

Innovation and Creativity

Innovation has been described as ‘applied creativity’ and ‘a constituent of design’ . A candidate submitting in this category should be able to point to identifiable outcomes of their innovative or creative activity in one or more of the following areas:

- Professional practice, e.g. innovative models of care delivery or the application of best practice
- Teamwork, e.g. innovative ways of multidisciplinary working
- Non-academic publications e.g. newsletters, journalism, articles, commentary, books
- The philosophy of forensic and legal medicine, e.g. new ways of describing, analysing or explaining aspects of forensic and legal medicine through, for example, lectures, writing or the media
- Teaching, e.g. initiating original ways of teaching and learning
- Media engagement, e.g. promoting the understanding of, and higher standards for, forensic and legal medicine through contributions to newspapers, magazines, radio and television
- Particularly strong candidates in this category are likely to have standing within the profession 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

Evidence that candidates might wish to include in their statement could include:

- A postgraduate degree in research e.g. taught Masters with significant research component, MPhil, MD or PhD
- Publications in peer-reviewed journals
- A research post in university department, or substantive role within research network or accredited research institution
- Membership of the editorial board of a medico-legal journal
- Recipient of a national research award or personal research development award (e.g. W.G. Johnston Trust)
- Invitations to present research work at national or international meetings
- Contribution to research development e.g. by supervising research students.

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

- A significant body of publications in the leading peer-reviewed journals
- A senior position in a university department or at national level
- Award of Fellowship of the Academy of Medical Sciences or of other Royal Colleges as a result of contributions to research
- Evidence that their own research has had an impact on national policy or practice
- Invitations to deliver eponymous lectures

Exceptional Contribution meriting early Fellowship

Please briefly (in a maximum of 300 words) describe why the nomination merits consideration prior to the standard 5 years.

This may include work with the 'Faculty' which directly contributes to raising the national profile of forensic and legal medicine or other similar efforts to raise standards in this field.

Although 300 words may seem a small space to explain reasons for early consideration of Fellowship the MFC have agreed that candidates who are unable to succinctly articulate the reason for early admission are unlikely to meet the criterion of exceptional contribution.

Appraisal and Revalidation

All candidates for Fellowship must be in good standing both with 'the Faculty' and their respective professional bodies.

It is expected that candidates for Fellowship will have actively engaged with appraisal and revalidation.

Please upload the Form 4 or appraisal summary of the most recent appraisal via the link in this section. This is the only document which may be attached to this form.

Declaration on Complaints

An open complaint is not necessarily a bar to Fellowship, however the nature and severity of the complaint may be taken into account by the MFC.

Please email details of any active or upheld complaints to the Registrar who will confidentially review the content and summarise relevant points for the MFC.

Referees

Your references should ideally both be members or fellows of 'the Faculty' who are able to attest to the content of your application. If you are unable to provide references from two members or Fellows of the Faculty you may provide one 'Faculty' reference and one from someone with personal experience of your professional practice.

Referees will be contacted by the MFC prior to considering your application and provided with a copy of the completed application form. Candidates should ensure that the referees are prepared to respond in a timely mode as applications will not be considered without two completed references.

Declaration

Please read, understand and agree to the Declaration. An electronic signature is acceptable and submission of this on-line form with your name in the signature field will be taken as such.