



ROYAL COLLEGE OF
PHYSICIANS OF IRELAND

A Guide to Fellowship

September 2010

Version 8



PHYSICIANS OF IRELAND

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INTRODUCTION TO FELLOWSHIP OF ROYAL COLLEGE OF PHYSICIANS OF IRELAND

Fellowship of the College – an international standard of professional excellence – allows the Fellow to play a full part in the governance and future direction of the College and also provides lifelong benefits and services.

Fellows form the nucleus of the College and today Fellows of the College are active in:

- Maintaining high professional standards of postgraduate medical education and training;
- Building a positive relationship between the profession and the public through education and engagement;
- Taking a leadership role in the development and influencing of Government policy on health and the future direction of the profession.

Becoming a Fellow of the College provides an opportunity to contribute to these continuing aspirations through leadership, support and advocacy roles within the College.

There are five paths of nomination to Fellowship of the Royal College of Physicians of Ireland

- Via Membership of The Royal College of Physicians of Ireland (MRCPI)
- Via Membership of a Sister College
- Via Fellowship of a Sister College/University
- Via Distinction / Eminence / Outstanding Achievement in the Science or Practice of Medicine
- Via Honorary Fellowship

There are required criteria in regard to each path to Fellowship which are outlined in this document. If a nomination does not meet the required criteria the application cannot be considered.

The deadline for all nominations to Fellowship is 30 June annually. Any nominations received after this date will not begin the Fellowship process until the following year. If nomination information is incomplete the process will not begin until all documentation required has been received.

Once a nominee meets all the criteria for Fellowship the nomination is then brought to the Credentials Committee of the College for assessment.

If the nomination is successful (i.e. assessment approved by Credentials Committee) the proposer and nominee are advised by the College. The nominee is requested to complete the Fellowship Undertaking Form, indicating they are willing to accept the nomination and agree to pay the Admission to Fellowship Fee as well as the Annual Subscription Fee. Fellows Elect are also invited to select a date to attend a Fellowship Admission Ceremony, where they are admitted with the post nominal FRCPI (Fellow of the Royal College of Physicians of Ireland) or in the case of Honorary Fellows FRCPI (HON). The proposer will be advised of the date the Fellow Elect has chosen to attend a Fellowship Admission Ceremony. The proposer will be advised their nominee has selected a date of admission and advised they may attend the ceremony and purchase tickets for the dinner should they wish to do so.

If a nomination is unsuccessful the Registrar will write to the proposer(s) indicating the nomination was unsuccessful providing an explanation.

If a nomination is deferred or additional information is requested the nomination will not be voted on by the Committee until the additional informational or clarification has been received by the Administrator.

PATHWAYS TO FELLOWSHIP

Details of Pathways to Fellowship

Nomination to Fellowship via Membership of the Royal College of Physicians of Ireland (MRCPI)

Nominees who hold Membership of the Royal College of Physicians of Ireland (MRCPI) may be nominated to Fellowship. The following criteria must be met before applications can be considered:

1. Nominee must be medically qualified.
2. Nominee should comply with local/national CME requirements in the jurisdiction in which they practice.
3. Nominee must have no outstanding indebtedness to the College.
4. Nominee must hold MRCPI for at least four years.
5. Nominee should ordinarily hold a substantive consultant or equivalent post:
 - A consultant or equivalent post is described as an appointment in a public or private hospital or in the broader healthcare system. Equivalent posts will have to be assessed on an individual basis but equivalence should be demonstrated in terms of training, specialist registration, scope of practice, commitment to the specialty and compliance with local/national CME requirements.
 - Locum posts are not accepted as equivalent to a substantive consultant or equivalent post.
 - Consultant post should be held for at least one year prior to nomination being made.
 - In the case of equivalent posts confirmation will be required from the employing/appointing authority to the effect that the post is full-time, is of equivalent status to a consultant post and outlines the length of time in post.
6. Nominee should have achieved certified specialist status:
 - A certified specialist is described as a Doctor who has successfully completed a specialist training programme leading to the nominee being approved for entry to the Specialist Division of the Register of Medical Practitioners.
 - In regions where a certificate of successful completion of specialist training is not available, it will be necessary to demonstrate equivalency of training and specialist status.
7. Nominations may be made by those who hold FRCPI these are Fellows of the Royal College of Physicians of Ireland who should have no outstanding indebtedness to the College. Nominations can also be made by two Fellows of a sister college who will have their credentials and good standing confirmed with that college.
8. Curriculum Vitae must be submitted including details of publications. A publication is defined as a paper/article/book chapter/manuscript published in a peer-reviewed journal. Abstracts are not acceptable. While a publication record is not mandatory, it is desirable.
9. A completed Form 1 – Nomination to Fellowship Form must be submitted on behalf of the nominee by the proposer(s).

Nomination to Fellowship via Membership of a Sister College

Individuals who have passed a Membership examination of a sister college and have held this distinction for at least four years shall be deemed eligible to be nominated to Fellowship. The following criteria must be met before applications can be considered:

1. Nominee must be medically qualified.
2. Nominee should comply with local/national CME requirements in the jurisdiction in which they practice.
3. Nominee must have no outstanding indebtedness to the sister college.
4. Nominee must hold Membership of their college for at least four years.
5. Nominee must state if they hold Fellowship of other sister colleges and in what year it was awarded. Information will be verified with the college.
6. Nominee should ordinarily hold a substantive consultant or equivalent post:
 - A consultant or equivalent post is described as an appointment in a public or private hospital or in the broader healthcare system. Equivalent posts will have to be assessed on an individual basis but equivalence should be demonstrated in terms of training, specialist registration, scope of practice, commitment to the specialty and compliance with local/national CME requirements.
 - Locum posts are not accepted as equivalent to a substantive consultant or equivalent post.
 - Consultant post should be held for at least one year prior to nomination being made.
 - In the case of equivalent posts confirmation will be required from the employing/appointing authority to the effect that the post is full-time, is of equivalent status to a consultant post and outlines the length of time in post.
7. Nominee should have achieved certified specialist status:
 - A certified specialist is described as a Doctor who has successfully completed a specialist training programme leading to the nominee being approved for entry to the Specialist Division of the Register of Medical Practitioners.
 - In regions where a certificate of successful completion of specialist training is not available, it will be necessary to demonstrate equivalency of training and specialist status.
8. Nominations may be made by those who hold FRCPI these are Fellows of the Royal College of Physicians of Ireland who should have no outstanding indebtedness to the College. Nominations can also be made by two Fellows of a sister college who will have their credentials and good standing confirmed with that college.
9. Curriculum Vitae must be submitted including details of publications. A publication is defined as a paper/article/book chapter/manuscript published in a peer-reviewed journal. Abstracts are not acceptable. While a publication record is not mandatory, it is desirable.
10. A completed *Form 1 – Nomination to Fellowship Form* must be submitted on behalf of the nominee by the proposer(s).

Nomination to Fellowship via Fellowship of a Sister College/University

Senior members of the medical profession who have achieved Fellowship of sister colleges or higher university degrees and/or whose attainments and published work are of distinction shall be deemed eligible to be nominated to Fellowship. The following criteria must be met before applications can be considered by the Credentials Committee:

1. Nominee must be medically qualified.
2. Nominee should comply with local/national CME requirements in the jurisdiction in which they practice.
3. Nominee must have no outstanding indebtedness to the sister college were their Fellowship was awarded.
4. Nominee must state if they hold Membership of other sister colleges and if what year it was achieved.
5. Nominee must state which college their Fellowship was awarded through and in what year. Information will be verified with the college.
6. Nominee should ordinarily hold a substantive consultant or equivalent post:
 - A consultant or equivalent post is described as an appointment in a public or private hospital or in the broader healthcare system. Equivalent posts will have to be assessed on an individual basis but equivalence should be demonstrated in terms of training, specialist registration, scope of practice, commitment to the specialty and compliance with local/national CME requirements.
 - Locum posts are not accepted as equivalent to a substantive consultant or equivalent post.
 - Consultant post should be held for at least one year prior to nomination being made.
 - In the case of equivalent posts confirmation will be required from the employing/appointing authority to the effect that the post is full-time, is of equivalent status to a consultant post and which advises the length of time in post.
7. Nominee should have achieved certified specialist status:
 - A certified specialist is described as a Doctor who has successfully completed a Specialist training programme leading to the nominee being approved for entry to the Specialist Division of the Register of Medical Practitioners.
 - In regions where a certificate of successful completion of specialist training is not available, it will be necessary to demonstrate equivalency of training and specialist status.
8. Nominations may be made by those who hold FRCPI these are Fellows of the Royal College of Physicians of Ireland who should have no outstanding indebtedness to the College. Nominations can also be made by two Fellows of a sister college who will have their credentials and good standing confirmed with that college.
9. Nominations may be made by a Fellow of RCPI who should have no outstanding indebtedness to the College. Nominations can also be made by two Fellows of a sister college who will have their credentials and good standing confirmed with that college.
10. Curriculum Vitae must be submitted including details of publications. A publication is defined as a paper/article/book chapter/manuscript published in a peer-reviewed journal. Abstracts are not acceptable. While a publication record is not mandatory, it is desirable.
11. A completed *Form 1 – Nomination to Fellowship Form* must be submitted on behalf of the nominee by the proposer(s).

- **Nomination to Fellowship Via Distinction / Eminence / Outstanding achievement in the Science or Practice of Medicine**

Individuals of distinction or eminence in their fields who the College wishes to recognise for their outstanding achievement in the Science or Practice of Medicine and/or to recognise their or their institution's affiliation with the College shall be deemed eligible to be nominated to Fellowship. The following criteria must be met before applications can be considered by the Credentials Committee:

1. Nominee must be medically qualified.
2. Nominee should comply with local/national CME requirements in the jurisdiction in which they practice.
3. Nominee must have no outstanding indebtedness to the College.
4. Nominee must state if they hold Membership and or Fellowship of other sister colleges and in what year it was achieved. Information will be verified with the college.
5. Information regarding the nominee's consultant post and specialist status should be provided.
6. Proposer must detail the outstanding achievement(s) reached and why the nominee should be awarded Fellowship via this route.
8. Nominations can be made by those who hold FRCPI these are Fellows of the Royal College of Physicians of Ireland who should have no outstanding indebtedness to the College.
9. A completed Form 2 – Fellowship Via Distinction / Eminence / Outstanding Achievement In The Science Or Practice of Medicine Nomination Form must be submitted on behalf of the nominee by the proposers.
11. Curriculum Vitae must be submitted with the nomination, A publication is defined as a paper/article/book chapter/manuscript published in a peer-reviewed journal. Abstracts are not acceptable. While a publication record is not mandatory, it is desirable.

Nomination To Honorary Fellowship

Admission to Honorary Fellowship is the highest honour the College can bestow. This honour is reserved for world leaders in medical science and exceptional contributors to the welfare of our communities both nationally and internationally. These nominees are distinguished in their field and value an association with the College. Honorary Fellows are not necessarily medically qualified.

1. Nominee should be of the highest distinction and eminence in their profession. The nominee may be highly distinguished who values an association with the College.
2. Nominee must have no outstanding indebtedness to the College.
3. Nominee must state if they hold Membership and/or Fellowship of other colleges and in what year it was achieved/awarded.
4. Proposers must detail the outstanding achievement(s) reached and why the nominee should be awarded Honorary Fellowship.
5. Nominations can be made by those who hold FRCPI these are Fellows of the Royal College of Physicians of Ireland who should have no outstanding indebtedness to the College.
6. A completed *Form 3 – Nomination to Honorary Fellowship Form* must be submitted on behalf of the nominee by the proposer.
7. Curriculum Vitae and or biography must be submitted with the nomination.

NOMINATION FORM 1: NOMINATION TO FELLOWSHIP FORM

This form should be completed on behalf of individuals being nominated through the following Paths to Fellowship:

- Fellowship Via Membership of The Royal College Of Physicians Of Ireland (MRCPI)
- Fellowship Via Membership of A Sister College
- Fellowship Via Fellowship of A Sister College/University

PLEASE SELECT RELEVANT ROUTE TO FELLOWSHIP

	NOMINATION VIA MEMBERSHIP OF THE ROYAL COLLEGE OF PHYSICIANS OF IRELAND(MRCPI)
	NOMINATION VIA MEMBERSHIP OF A SISTER COLLEGE
	NOMINATION VIA FELLOWSHIP OF A SISTER COLLEGE/ UNIVERSITY

SECTION A – NOMINEE'S PERSONAL DETAILS

Nominee name	(Title)	(First Name)	(Family Name)
Address			
Email address			
Telephone number			
Fax number			

Medical School Details

Name of medical school	
Primary medical qualification	
Year obtained	

Current posts, titles and qualifications

Current position held		
Year appointment obtained		
Is appointment full time?	YES	NO
Is current hospital a teaching hospital?	YES	NO
Is current post a teaching post?	YES	NO
Does nominee hold public appointment?	YES	NO

CURRENT POSTS, TITLES AND QUALIFICATIONS CONTNUED			
Is post held a consultant post?	YES	NO	
If no, is it equivalent to a consultant post? *	YES	NO	
Does nominee hold MD	YES	NO	
* Please include letter from hospital verifying post is equivalent to consultant post.			
Academic title(s)			
Year title obtained			
Membership(s) held		Year acquired:	
Fellowship(s) held		Year acquired:	
Specialist registration /certification			
Has the nominee completed a structured training programme which granted them specialist certification and the right to practice as a specialist unsupervised?	YES	NO	
In what speciality is specialist certification granted		Year acquired:	
From what institution was certification granted			
If nominee does not hold specialist certification is training sufficient to have the right to practice as a specialist unsupervised?	YES	NO	
SECTION B – PLEASE STATE CLEARLY THE REASON WHY THE NOMINEE SHOULD BE CONSIDERED FOR FELLOWSHIP OF THE COLLEGE			
SECTION C – LIST OF PUBLICATIONS			
Total Number of Publications*:			
* A publication is defined as a paper/article/book chapter/manuscript published in a peer- reviewed journal . Abstracts are not acceptable.			
Details of Publications: (Please supply a copy of the nominees record of publications if not detailed in CV provided)			

SECTION D – TO BE COMPLETED BY PROPOSERS

**Nominee must be nominated by one Fellow of the Royal College of Physicians of Ireland (FRCPI) or two Fellows of a Sister Royal College
(see page 28 of this document for a complete listing).**

1ST PROPOSER: PERSONAL DETAILS

Name of proposer	
Fellowship(s) held	
RCPI or Institution ID number	
Current post of proposer	
Email address	
Address of proposer	

I declare that all information provided in regard to this fellowship nomination is correct and true.

Signature	
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2ND proposer: personal details

Name of proposer	
Fellowship(s) held	
RCPI or Institution ID number	
Current post of proposer	
Email address	
Address of proposer	

I DECLARE THAT ALL INFORMATION PROVIDED IN REGARD TO THIS FELLOWSHIP NOMINATION IS CORRECT AND TRUE.

Signature	
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Please note that incomplete nominations will not be considered by the Credentials Committee. All sections of the nomination form and documents supporting nomination should be submitted at the same time for ease of processing.

CHECKLIST: The following should be submitted with all nominations to Fellowship:

- Fellowship Nomination Form completed by the proposer(s) on behalf of the nominee.
- In the case of Fellows of sister colleges acting as proposers ID numbers with the relevant college must be included on nomination forms.
- Complete CV including details of publications for the nominee.
- In the case of those who do not hold a consultant post a letter verifying that post currently held is full-time and equivalent to a consultant post.

PLEASE RETURN COMPLETED FORM TO:

Registrar
Royal College of Physicians of Ireland
Frederick House
19 South Frederick Street
Dublin 2
Ireland

Fax: +353 1 6724707
Email: karendoyle@rcpi.ie

NOMINATION FORM 2 - VIA DISTINCTION / EMINENCE / OUTSTANDING ACHIEVEMENT IN THE SCIENCE OR PRACTICE OF MEDICINE

This form should be completed on behalf of individuals being nominated through the following Path to Fellowship:

• Via Distinction / Eminence / Outstanding Achievement In The Science or Practice of Medicine

SECTION A – NOMINEE'S PERSONAL DETAILS		
Nominee name	(Title)	(First Name) (Family Name)
Address		
Email address		
Telephone number		
Fax number		
Medical school details		
Name of medical school		
Primary medical qualification		
Year obtained		
Current posts, titles and qualifications		
Current position held		
Year appointment obtained		
Is appointment full time?	YES	NO
Is current hospital a teaching hospital?	YES	NO
Is post held a consultant post?	YES	NO
If no, is it equivalent to a consultant post? *	YES	NO
* Please include letter from hospital verifying post is equivalent to consultant post.		
Does nominee hold public appointment?	YES	NO
Does nominee hold MD	YES	NO
Academic title(s)		
Year title obtained		

Current posts, titles and qualifications continued			
Membership(s) held		Year acquired:	
Fellowship(s) held		Year acquired:	
Specialist registration /certification			
Has the nominee completed a structured training programme which granted them specialist certification and the right to practice as a specialist unsupervised?	YES	NO	
In what speciality is specialist certification granted		Year acquired:	
From what institution was certification granted			
If nominee does not hold specialist certification is training sufficient to have the right to practice as a specialist unsupervised?	YES	NO	
SECTION B – PLEASE STATE CLEARLY THE REASON WHY THE NOMINEE SHOULD BE CONSIDERED FOR FELLOWSHIP OF THE COLLEGE			
SECTION C – LIST OF PUBLICATIONS			
Total Number of Publications*:			
* A publication is defined as a paper/article/book chapter/manuscript published in a peer- reviewed journal . Abstracts are not acceptable.			
Details of Publications: (Please supply a copy of the nominees record if publications not detailed in CV)			

SECTION D – TO BE COMPLETED BY PROPOSERS**Nominee must be nominated by two Fellows of the Royal College of Physicians of Ireland (FRCPI)**

1 ST PROPOSER: PERSONAL DETAILS	
Name of proposer	
Fellowship(s) held	
RCPI ID number	
Current post of proposer	
Email address	
Address of proposer	
I declare that all information provided in regard to this fellowship nomination is correct and true.	
Signature	
2 ND proposer: personal details	
Name of proposer	
Fellowship(s) held	
RCPI ID number	
Current post of proposer	
Email address	
Address of proposer	
I DECLARE THAT ALL INFORMATION PROVIDED IN REGARD TO THIS FELLOWSHIP NOMINATION IS CORRECT AND TRUE.	
Signature	
Please note that incomplete nominations will not be considered by the Credentials Committee. All sections of the nomination form and documents supporting nomination should be submitted at the same time for ease of processing.	
<p>CHECKLIST: The following should be submitted with all nominations to Fellowship:</p> <p><input type="checkbox"/> Fellowship Nomination Form completed by the proposer(s) on behalf of the nominee.</p> <p><input type="checkbox"/> In the case of Fellows of sister colleges acting as proposers ID numbers with the relevant college must be included on nomination forms.</p> <p><input type="checkbox"/> Complete CV including details of publications for the nominee.</p> <p><input type="checkbox"/> In the case of those who do not hold a consultant post a letter verifying that post currently held is full-time and equivalent to a consultant post.</p>	<p>PLEASE RETURN COMPLETED FORM TO:</p> <p>Registrar Royal College of Physicians of Ireland Frederick House 19 South Frederick Street Dublin 2 Ireland</p> <p>Fax: +353 1 6724707 Email: karendoyle@rcpi.ie</p>

Nomination Form 3 - NOMINATION TO HONORARY FELLOWSHIP

This form should be completed on behalf of individuals being nominated to Honorary Fellowship:

Admission to Honorary Fellowship is the highest honour the College can bestow. This honour is reserved for world leaders in medical science and exceptional contributors to the welfare of our communities both nationally and internationally. These nominees are distinguished in their field and value an association with the College. Honorary Fellows are not necessarily medically qualified.

SECTION A – NOMINEE’S PERSONAL DETAILS			
Nominee name	(Title)	(First Name)	(Family Name)
Address			
Telephone number			
Fax number			
Email address			
MEDICALLY QUALIFIED			
YES (If yes please complete section on Medical school below.)		NO (Please proceed to Section B of the form)	
Name of university medical school			
Primary medical qualification		Year of Graduation:	
Fellowship(s) held			
Principal appointment			
SECTION B – PLEASE STATE CLEARLY THE REASON WHY THE NOMINEE SHOULD BE CONSIDERED FOR HONORARY FELLOWSHIP OF THE COLLEGE			
SECTION C – LIST OF PUBLICATIONS (Optional) (Please include details if not outlined in CV or Bio accompanying nomination)			

SECTION D – TO BE COMPLETED BY PROPOSERS
Nominee must be nominated by two Fellows of the Royal College of Physicians of Ireland (FRCPI)

1ST PROPOSER: PERSONAL DETAILS	
Name of proposer	
Fellowship(s) held	
RCPI ID number	
Current post of proposer	
Email address	
Address of proposer	
I DECLARE THAT ALL INFORMATION PROVIDED IN REGARD TO THIS FELLOWSHIP NOMINATION IS CORRECT AND TRUE.	
Signature	
2ND PROPOSER: PERSONAL DETAILS	
Name of proposer	
Fellowship(s) held	
RCPI ID number	
Current post of proposer	
Email address	
Address of proposer	
I DECLARE THAT ALL INFORMATION PROVIDED IN REGARD TO THIS FELLOWSHIP NOMINATION IS CORRECT AND TRUE.	
Signature	
Please note that incomplete nominations will not be considered by the Credentials Committee. All sections of the nomination form and documents supporting nomination should be submitted at the same time for ease of processing.	
<p>CHECKLIST: The following should be submitted with all nominations to Honorary Fellowship:</p> <p><input type="checkbox"/> Honorary Fellowship Nomination Form completed by the proposers on behalf of the nominee.</p> <p><input type="checkbox"/> Complete CV or bio on behalf of nominee.</p>	<p>PLEASE RETURN COMPLETED FORM TO:</p> <p>Registrar Royal College of Physicians of Ireland Frederick House 19 South Frederick Street Dublin 2 Ireland</p> <p>Fax: +353 1 6724707 Email: karendoyle@rcpi.ie</p>

FELLOWSHIP ADMISSION IN ABSENTIA

The College does not normally permit Admission to Fellowship in absentia. Therefore, Fellows Elect wishing to be admitted as a Fellow must attend a Fellowship Admission Ceremony.

In exceptional circumstances, Fellowship in absentia can be requested after three years following his/her election. This request must be submitted in writing to the Registrar seeking dispensation to be admitted in absentia outlining the reasons for his/her inability to attend an Admission Ceremony in person.

BENEFITS OF FELLOWSHIP OF THE ROYAL COLLEGE OF PHYSICIANS OF IRELAND

- Recording and monitoring of CME
- RCPI Today – the College’s E-Newsletter
- Free registration for RCPI Masterclasses
- Preferred rates on College training courses
- 50% discount on room hire of College’s conference and events centre, No. 6 Kildare Street
- Use of the Fellows’ Meeting Room, a private meeting room in the conference and events centre, No. 6 Kildare Street, at no charge
- Use of meeting rooms at the administrative centre, Frederick House, at no charge
- Free access to the Dun’s Library
- Listing on the College Directory of Fellows
- President’s Update email
- Annual RCPI diary
- Right to use post-nominal FRCPI
- Eligible for election to Council, standing and external committees
- Eligible for election to the role of Officer of the College
- Participation in healthcare policy and advocacy development groups
- Eligible to nominate colleagues to Fellowship
- Eligible for nomination to key roles within the College - Trainer, NSD, etc.
- Eligible to attend College formal events

The RCPI Online Education and Resource Centre is a private, secure website available only to Fellows as a benefit of Fellowship. Fellows can use the private website to view webcasts, educational material and resources, continuing medical education information, publications and events. Additionally, this facility provides Fellows with an @ physicians.ie email account, calendar facilities and online access to meeting materials for College meetings and committees.

The College is committed to the ongoing development and enhancement of these services and will review them on annual basis.

For more information about the *Fellows Benefits and Services Pack* please contact Karen Doyle on +353 1 863 9738.



FELLOWSHIP FORM OF UNDERTAKING

I am pleased to accept the nomination for Fellowship of the Royal College of Physicians of Ireland.

I undertake to pay the appropriate Admission Fee and Annual Subscription to the College.

Please provide your full name	(First Name)	(Family Name)
Telephone Number		
Fax Number		
Email Address		
Specialty		
Signature		
Date		

By-Law 9 of College by – laws states that the voting for a candidate to Fellowship shall not be proceeded with until he/she has agreed to his/her name being put forward and until he/she has agreed, on election, to pay the appropriate admission fee and annual subscription.

This form is completed by Fellows Elect who are successfully elected indicating they are willing to accept the Fellowship nomination and are agreeing to pay the relevant fees to become and maintain their Fellowship.

Return completed form to: Registrar
 Royal College of Physicians of Ireland
 Frederick House
 19 South Frederick Street
 Dublin 2
 Ireland

Email: registrar@rcpi.ie
Ph: +353 18639738

ADMISSION TO FELLOWSHIP FORM

Please note that every effort shall be made to facilitate your choice of date for admission to Fellowship. Requests shall be dealt with on a first-come, first-served basis. We will confirm availability of your chosen date to you in due course.

Please provide your full name to appear on the diploma		(First Name)	(Family Name)
Current titles and posts which you occupy, and which you wish to have identified at the time of your admission to Fellowship			
Please indicate the date you wish to attend the Fellowship Admission Ceremony		Saturday, 6 November 2010 RCPI, No. 6, Kildare Street, Dublin 2	
Please indicate if you will bring a guest with you to the Fellowship Admission Ceremony			
YES		NO	
Please indicate if you will attend the dinner following the Fellowship Admission Ceremony			
YES		NO	
Please indicate if you will bring a guest to the dinner following the Fellowship Admission Ceremony			
YES		NO	
Full name of your guest for dinner			
Special Dietary Requirements			
Signature			
Date			

Return completed form to: Registrar
Royal College of Physicians of Ireland
Frederick House
19 South Frederick Street
Dublin 2
Ireland

Email: registrar@rcpi.ie
Ph: +353 18639738

Contact Details

Ms. Karen Doyle
Office of the Executive
Royal College of Physicians of Ireland
Frederick House
19 South Frederick Street
Dublin 2
Ireland

Tel: +353 1 863 9738
Fax: +353 1 672 4707
Email: karendoyle@rcpi.ie

Web: www.rcpi.ie

LIST RECOGNISED COLLEGES

Fellows from the following recognised list of colleges are eligible to nominate individuals to Fellowship. The credentials of the nominating Fellows will be verified with the relevant college.

Recognised Sister College	Individuals Eligible to Nominate Individuals to Fellowship of RCPI
Royal College of Surgeons in Ireland	FRCSI by award, ad eundem and honorary
Royal College of Physicians London	FRCP by award
Royal College of Physicians Edinburgh	FRCP Edin by award
Royal College of Physicians and Surgeons Glasgow	FRCP Glasg by award
Royal Australasian College of Physicians	FRACP by application/award for overseas trained physicians
Royal College of Physicians and Surgeons Canada	FRPCPC by award for overseas trained physicians and honorary
Royal College of Obstetricians and Gynaecologists	FRCOG by award
Royal College of Paediatrics and Child Health	FRCPH by award
Hong Kong Academy of Medicine and Hong Kong College of Physicians	FHKCP, FHKAM by award
Academy of Medicine Malaysia	FAMM by award
Academy of Medicine Singapore – Physicians	FAMS by award or application
American College of Physicians	FACP by award
College of Medicine South Africa	FCMSA by award, ad eundem and honorary
Royal College of Pathologists, UK	FRCPPath by award
Faculty of Occupational Medicine, UK	FFOM by award
Faculty of Public Health, UK	FFPH by award

This listing is reviewed on a regular basis and may change following agreement by the Credentials Committee.

INFORMATION IN REGARD TO FELLOWSHIP ADMISSION CEREMONY

Fellowship Admission Ceremonies are usually held at RCPI, No.6 Kildare Street (see location map) but from time to time may be held at other venues outside Dublin – details will be on the College website www.rcpi.ie and will be indicated on the [Admission to Fellowship Form](#)

Contact Information

Information regarding the ceremony, reception or dinner can be directed to Karen Doyle in the Office of the Executive at +353 1 8639738 or via email at karendoyle@rcpi.ie

Dress Code

The dinner is formal (black tie). Gentlemen are requested to wear a dinner suit and ladies to wear an evening gown or cocktail dress (long or short). Traditional dress is also suitable. This attire will be suitable for the three functions, i.e. the ceremony, reception and dinner. Those guests who are attending the ceremony and reception but not the dinner are not required to wear black tie. There are formal attire hire shops in the area if you wish to hire formal dress. The College will provide gowns for all new Fellows for the Admission Ceremony.

Dinner Seating Plan

On arrival, the protocol for the ceremony and the seating plan for dinner are made available to all those attending. It is College policy that new Fellows are seated with their Proposers for the dinner, where feasible. If you have further requirements in relation to seating please contact Karen Doyle in the Office of the Executive as soon as possible and we will do our best to facilitate you.

Gowns

The College provides Fellowship gowns prior to the ceremony. Please ensure to arrive in good time to collect your gown and have your photographs taken (usually between 4.30pm and 5.30pm on the day of the ceremony). Please note it will not be possible to gain access to the College prior to 4.30pm

Children

Children are welcome to attend the ceremony and the reception following the ceremony. However, children under the age of 13 years are not permitted at the formal dinner.

Payment of Fees

The College regrets that any Fellow who has not paid his/her Admission Fee and Annual Subscription before the Admission Ceremony will be unable to be conferred. Payment may be made by cheque or bank draft drawn on an Irish Bank, payable to The Royal College of Physicians of Ireland or by credit card. You may forward your credit card details to Karen Doyle in the Office of the Executive at karendoyle@rcpi.ie

Car Parking

Setanta Car Park +353 (0) 1 6775209 and Dawson Street Car Park +353 1 6625229 are the two public car parks nearest the RCPI Conference Centre, No 6. Kildare Street.

Hotels

A list of hotels in the vicinity of the College can be found on www.discoverireland.ie/dublin.aspx

Map

The Fellowship Admission Ceremonies are held at the Royal College of Physicians of Ireland, No. 6 Kildare Street, Dublin 2. (See map below)

Photographs

Both flash photography and video cameras are permitted during and after the ceremony. There will be a professional photographer on hand before and during the ceremony and reception. Photography to be arranged by Fellows directly with the photographer.

Special Requirements Needs

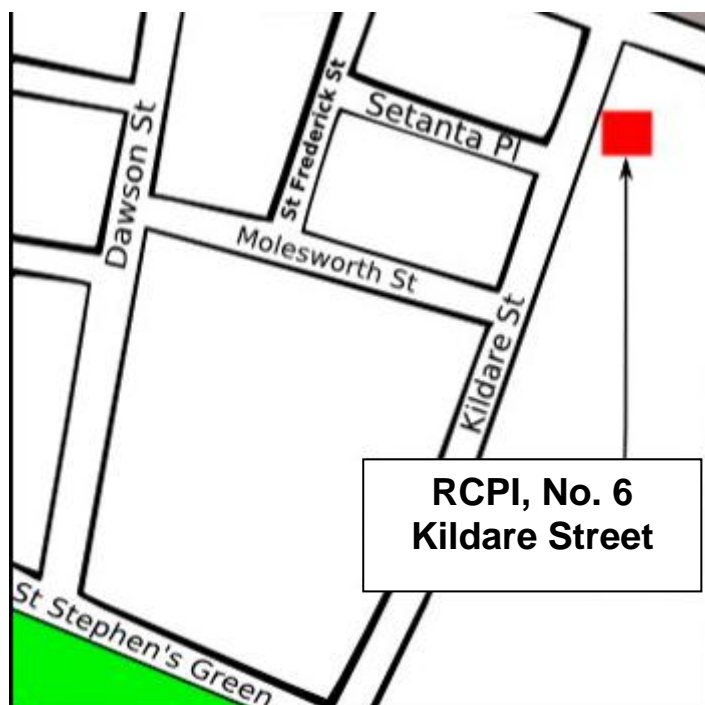
Every effort is made by the College to supply a selection of food to suit everyone. There is always a vegetarian dish available. If you have special dietary requirements, please notify Karen Doyle at +353 1 8639738 or via email at karendoyle@rcpi.ie as soon as possible.

Timetable

The ceremony commences at 5.45pm. Fellows are requested to arrive at the College between 4.30pm and 5.30pm to allow for gowning and formalities. The Registration desk will not be open prior to 4.30pm so please don't arrive prior to this time. The pre-dinner reception commences at 6.45pm. Dinner usually commences at 7.30pm.

Visa Requirements

Those travelling to Ireland are advised to check with their local Irish Embassy regarding visa requirements to enter this country. This should be done well in advance of the date of departure as the details can take some time to complete.





ROYAL COLLEGE OF
PHYSICIANS OF IRELAND

FREDERICK HOUSE, 19 SOUTH FREDERICK STREET, DUBLIN 2

TEL: +353 1 863 9700 FAX: +353 1 672 4707 EMAIL: COLLEGE@RCPI.IE WEB: WWW.RCPI.IE