



ROYAL COLLEGE OF  
PHYSICIANS OF IRELAND

**A Guide to Fellowship  
2011**



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 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 <b>peer- reviewed journal</b> . 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 (RCPI) or two Fellows of a Sister Royal College (see page 28 of this document for a complete listing).**

**1<sup>ST</sup> 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 |  |
|-----------|--|

**2<sup>ND</sup> 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 |  |
|-----------|--|

**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 <b>peer- reviewed journal</b> . 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 <sup>ST</sup> PROPOSER: PERSONAL DETAILS  |   |
|---|---|
| Name of proposer  |   |
| Fellowship(s) held  |   |
| RCPI ID number  |   |
| Current post of proposer  |   |
| Email address   |   |
| Address of proposer   |   |
| <b>I declare that all information provided in regard to this fellowship nomination is correct and true.</b>   |   |
| Signature   |   |
| 2 <sup>ND</sup> proposer: personal details  |   |
| Name of proposer  |   |
| Fellowship(s) held  |   |
| RCPI ID number  |   |
| Current post of proposer  |   |
| Email address   |   |
| Address of proposer   |   |
| <b>I DECLARE THAT ALL INFORMATION PROVIDED IN REGARD TO THIS FELLOWSHIP NOMINATION IS CORRECT AND TRUE.</b>   |   |
| Signature   |   |
| <b>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.</b>  |   |
| <p><b>CHECKLIST:</b> 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<br/>Royal College of Physicians of Ireland<br/>Frederick House<br/>19 South Frederick Street<br/>Dublin 2<br/>Ireland</p> <p>Fax: +353 1 6724707<br/>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.

| <b>SECTION A – NOMINEE’S PERSONAL DETAILS</b>   |         |  |               |
|---|---------|--|---------------|
| Nominee name  | (Title) | (First Name)   | (Family Name) |
| Address   |         |  |               |
| Telephone number  |         |  |               |
| Fax number  |         |  |               |
| Email address   |         |  |               |
| <b>MEDICALLY QUALIFIED</b>  |         |  |               |
| <b>YES</b><br>(If yes please complete section on Medical school below.)   |         | <b>NO</b><br>(Please proceed to Section B of the form) |               |
| Name of university medical school   |         |  |               |
| Primary medical qualification   |         | Year of Graduation:                                    |               |
| Fellowship(s) held  |         |  |               |
| Principal appointment   |         |  |               |
| <b>SECTION B – PLEASE STATE CLEARLY THE REASON WHY THE NOMINEE SHOULD BE CONSIDERED FOR HONORARY FELLOWSHIP OF THE COLLEGE</b>      |         |  |               |
|   |         |  |               |
| <b>SECTION C – LIST OF PUBLICATIONS (Optional)</b><br>(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)**

| <b>1<sup>ST</sup> PROPOSER: PERSONAL DETAILS</b>   |   |
|--|---|
| Name of proposer   |   |
| Fellowship(s) held   |   |
| RCPI ID number   |   |
| Current post of proposer   |   |
| Email address  |   |
| Address of proposer  |   |
| <b>I DECLARE THAT ALL INFORMATION PROVIDED IN REGARD TO THIS FELLOWSHIP NOMINATION IS CORRECT AND TRUE.</b>  |   |
| Signature  |   |
| <b>2<sup>ND</sup> PROPOSER: PERSONAL DETAILS</b>   |   |
| Name of proposer   |   |
| Fellowship(s) held   |   |
| RCPI ID number   |   |
| Current post of proposer   |   |
| Email address  |   |
| Address of proposer  |   |
| <b>I DECLARE THAT ALL INFORMATION PROVIDED IN REGARD TO THIS FELLOWSHIP NOMINATION IS CORRECT AND TRUE.</b>  |   |
| Signature  |   |
| <b>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.</b>   |   |
| <b>CHECKLIST:</b><br>The following should be submitted with all nominations to Honorary Fellowship: <ul style="list-style-type: none"> <li><input type="checkbox"/> Honorary Fellowship Nomination Form completed by the proposers on behalf of the nominee.</li> <li><input type="checkbox"/> Complete CV or bio on behalf of nominee.</li> </ul> | <b>PLEASE RETURN COMPLETED FORM TO:</b><br><br>Registrar<br>Royal College of Physicians of Ireland<br>Frederick House<br>19 South Frederick Street<br>Dublin 2<br>Ireland<br><br>Fax: +353 1 6724707<br>Email: karendoyle@rcpi.ie |

## **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 and Services for Fellows**

Becoming a Fellow of the Royal College of Physicians of Ireland (RCPI) provides an opportunity to contribute to the development and maintenance of high professional standards in specialist medical practice through leadership, support and advocacy roles within the College. At a time when doctors are facing change in almost every aspect of their working lives – clinical practice, training and professional competence – RCPI has a vital part to play in supporting Fellows through these changes as well as influencing the future direction of the profession.

Fellowship – an internationally recognised standard of excellence - allows the Fellows to play a full part in the governance and future direction of the College and also provides lifelong benefits and services. These include the right to use the post nominal FRCPI, privileged access to a range of educational events, access to one of the most important historical medical library collections in Ireland and the ability to help shape the future of the medical profession.

### **Influence and Representation**

RCPI is a highly respected and influential body within the health sector. RCPI represents the views and experience of practising clinicians to ensure that the highest possible standards of medical training and patient care are maintained.

Fellows can contribute to these initiatives by:

- Participating on Council, standing and external committees.
- Participating in healthcare policy and public advocacy programmes and groups.
- Participating in key leadership roles within the College, such as Officer, Trainer, National Specialty Director and/or as Council members.
- Utilising their right to propose candidates to Fellowship (FRCPI) and to vote during RCPI elections.

### **Training and Education**

RCPI provides postgraduate education and training through an extensive annual education programme of events, and is also making increasing use of technology to deliver a wide range of online learning opportunities, including web-streamed lectures and Moodle-based courses. Much of this education is provided by Fellows, and there are extensive opportunities to become involved in the development of programmes, as well as their delivery.

Also included in Fellowship:

- RCPI Masterclass Series programme.
- RCPI Hot Topics programme.
- RCPI Clinical Updates programme.
- RCPI Train the Trainer courses.
- RCPI St. Luke's Day Symposium.
- Preferred rates on RCPI education and training courses.
- Access to the RCPI Moodle facility.

### **Professional and Social Activities**

Hire of facilities for professional and social activities at preferred rates is also a benefit of Fellowship, as follows:

50% discount on room hire of the conference and events centre at No 6 Kildare Street, Dublin, [www.numbersix.ie](http://www.numbersix.ie). Note that use of the Fellows Room, a private meeting room in No 6 Kildare Street, is available to all Fellows at no charge. Free access to meeting rooms at the administrative centre at Frederick House, 19 South Frederick Street, Dublin, [www.rcpi.ie](http://www.rcpi.ie) is also a benefit of Fellowship as well as attendance at award and admission ceremonies at no cost and preferred rates for tickets to social events and dinners.

## Professional Competence

RCPI's professional competence programme reflects our commitment to lifelong learning as a professional obligation throughout a Fellow's career. Participation in the programme enables Fellows to identify gaps between actual and optimal performance, partake in educational activities and document the impact of learning on practice.

The programme promotes the enhancement of specialty-specific knowledge, skills, attitudes and performance and engagement in learning linked to a range of competencies required to provide excellence in clinical care, education and research. Training bodies of RCPI have established professional competence schemes pursuant to the Medical Council's powers under Section 91 (2) of the Medical Practitioners Act 2007. Fellowship provides reduced rates to enrol on a PCS scheme established by these training bodies.

## Information

RCPI provides a range of information services, such as:

- Access to the RCPI Online Education and Resource Centre as well as online access to meeting materials. This private, secure website also provides Fellows with an @physicians.ie email account and calendar facilities.
- Listing on the RCPI Directory of Fellows.  
RCPI Today – a regular ezine which provides Fellows with an update on news, activities and programmes.

RCPI also owns one of the finest collections of historical medical books and journals in Ireland and the Dun's Library, Archive and Genealogy services welcomes inquiries from Fellows to support their work and interest.

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

If you are interested in finding out how to participate in RCPI activities and programmes, please contact RCPI Members and Fellows Services at [fellows@rcpi.ie](mailto:fellows@rcpi.ie).

**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.

|                                      |                     |                      |
|--------------------------------------|---------------------|----------------------|
| <b>Please provide your full name</b> | <b>(First Name)</b> | <b>(Family Name)</b> |
| <b>Telephone Number</b>              |                     |                      |
| <b>Fax Number</b>                    |                     |                      |
| <b>Email Address</b>                 |                     |                      |
| <b>Specialty</b>                     |                     |                      |
| <b>Signature</b>                     |                     |                      |
| <b>Date</b>                          |                     |                      |

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.

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

**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

If you have any queries or need any assistance in regard to the Fellowship nomination process please contact:

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](mailto:karendoyle@rcpi.ie)

**Web:** [www.rcpi.ie](http://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.

| <b>Recognised Sister College</b>                                  | <b>Individuals Eligible to Nominate<br/>Individuals to Fellowship of RCPI</b> |
|---|---|
| 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                   | FRCPG 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                                 | FRCPATH 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](http://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](mailto: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](mailto: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](http://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

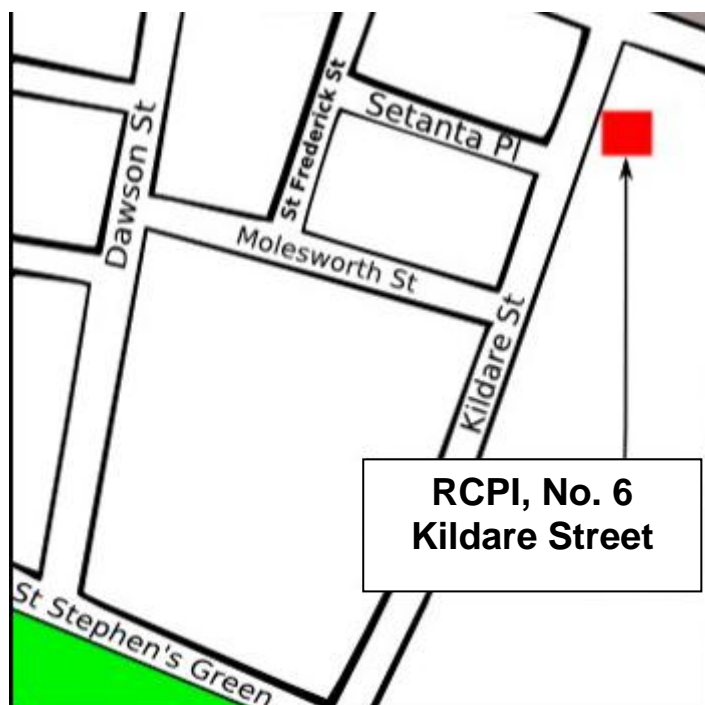
Every effort is made by the College to supply a selection of food to suit everyone. There is always a vegetarian dish available. If you have special dietary requirements, please notify Karen Doyle at +353 1 8639738 or via email at [karendoyle@rcpi.ie](mailto:karendoyle@rcpi.ie) as soon as possible.

## 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