

## BMA Awards and Honours 2023

### Nomination requirements and information for lead proposers

Submissions to be received ONLINE by 12 NOON 17 JANUARY 2024

Only online submissions will be accepted – no emails or paper post

### General information

The online submission process is to be used to nominate suitable candidates for the following awards:

- Association Medal;
- Fellowship of the Association;
- BMA Impact Award;
- President's Award;
- Gold Medal;
- Distinguished Service Award (staff / lay members).

### MUST be read prior to completion

- It is the responsibility of the LEAD PROPOSER to organise and submit the nomination and completed references online.
- You can return to this application before submitting to upload references / add extra details - the previously entered information will be saved as long as you are using the same device.
- Each referee must write a UNIQUE and individual reference.
- All questions must be answered. References must include examples, please see notes further in this document with areas that must be addressed - a) to i).
- Incomplete applications may not receive an award.
- One statement signed by all members will NOT be counted as individual references.
- Statements that are copied and pasted / or with only a few words changed will NOT be counted as individual references.
- The nominee should NOT be made aware of the nomination, where the nominee is aware, or lobbies for their application, the application will be rejected.
- All applications will be reviewed for eligibility for an award or honour against the Code of Conduct Complaints process (Living our Values).
- Only online submissions will be accepted – no submissions to be emailed or posted.
- Once everything has been uploaded and completed – press submit - you will not be able to submit until all fields have been completed and all references have been uploaded.
- It is the lead proposer's responsibility to ensure the application is complete. The secretariat will not pursue any incomplete applications. Incomplete applications will not be submitted to the subcommittee.
- The secretariat will email acknowledging receipt of completed submissions in due course.



## Queries

- Please contact Laila Laird [laird@bma.org.uk](mailto:laird@bma.org.uk)
- **All nominations must be completed and submitted ONLINE by 12 NOON 17 JANUARY 2024**

## Information required for online submission (for all awards)

1. Lead proposer name and contact details
2. Nominee's name and contact details
3. Nominee's service details
  - Duration of uninterrupted BMA membership (if known)
  - Service to the Association (list of offices held and dates held)
  - Duration of office (length of time in the position for which they are primarily being nominated)
4. Nominee's service area(s)
  - Local division
  - Regional and National Councils
  - Branch of practice
  - UK Council
5. **Indicate for which award you are nominating**  
(Please note that your choice here is an indication only. The awards and honours subcommittee may decide that a different award is more applicable to your nominee based on the criteria below.)

### **Association Medal**

The Association Medal is awarded to such members who have shown outstanding achievement and commitment at national and/or UK level to the British Medical Association. (Bye-laws 116 & 121).

### **Fellowship of the Association**

A Fellowship is awarded to members who have shown outstanding achievement and commitment at a local or regional level to the British Medical Association. (Bye-laws 118 & 121).

### **BMA Impact Award**

The BMA Impact Award is awarded to members who have given exceptional commitment and have demonstrated a tangible beneficial impact for members of the British Medical Association. (Bye-laws 119 & 121).

### **President's Award**

The President's Award may be given to members who have given outstanding service to the British Medical Association (Bye-laws 115 & 121).

### **Gold Medal**

The Gold Medal may be awarded to any such member or members who shall have conspicuously raised the character of the medical profession by exceptional achievement through their service to the British Medical Association. (Bye-laws 114 & 121 and standing orders of council).

### **Distinguished Service Award (staff / lay members)**

The Distinguished Service Award may be awarded in recognition of distinguished, outstanding, and exceptional services to the Association by non-medical personnel (not a long service award). (Bye-laws 120 & 121).

## For Association Medal, BMA Impact Award, Fellowship of the Association

6. By whom has the nominee been nominated?
- Committee, division or council; **or**
  - 6 voting members of the Association; **or**
  - 3 overseas members of the Association (if the nominee is an overseas member).
- a. If nominated by a **Committee, division or council**;
- Specify name of committee, division or council
  - Upload evidence from the meeting where the recommendation to nominate was made and approved (e.g. relevant extract from meeting minutes).
- b. If nominated by **6 voting members of the Association** (one of whom may also be the lead proposer and nominators may also be referees)
- Give their contact details (inc. BMA membership no.)
- c. If nominated by **3 overseas members of the Association** (one of whom may also be the lead proposer and nominators may also be referees)
- Give their contact details (inc. BMA membership no.)
7. Upload **4 separate references** and give referees' contact details (inc. BMA membership no.).

*A minimum of FOUR references are required for the Association Medal, BMA Impact Award and Fellowship of the Association.*

*References must be individual to the BMA member giving them - i.e. not copied and pasted from another reference.*

*References must include examples where the member has demonstrated achievements and contributed to the Association in the following areas:*

- a) Examples of adding value to the BMA and membership;*
- b) Examples of any achievement that has led to an increase in the membership of the Association;*
- c) Examples of achievements in the delivery and/or advancement of healthcare;*
- d) Example of a single achievement or campaign that has had an impact on the BMA or its membership;*
- e) Specific examples of outstanding service;*
- f) Specific examples of sustained service;*
- g) Examples of conspicuously raising the character of the medical profession by scientific work, by extraordinary professional services, or by special services rendered to the British Medical Association;*
- h) Distinguished, outstanding, and exceptional services to the Association by non-medical personnel (Distinguished Service Award);*
- i) Living Our Values (all).*

*NB: Members do not have to meet all the criteria but this will determine the level of award conferred.*

## For Distinguished Service Award

8. By whom has the nominee been nominated?  
One of the nominators may also be the lead proposer and nominators may also be referees.
  - Chair of committee
  - Member of council
  - Head of department
9. Give nominee's contact details (inc. BMA membership no. if applicable)
  - Confirm that the application has been endorsed by the head of department
10. Upload **4 separate references** and give referees' contact details (inc. BMA membership no.).

*A minimum of FOUR references are required for the Distinguished Service Medal, one of which must from the head of department or BMA executive.*

*References must be individual to the person giving them - i.e. not copied and pasted from another reference.*

*References must include examples where the member has demonstrated achievements and contributed to the Association in the following areas:*

- a) Examples of adding value to the BMA and membership;*
- b) Examples of any achievement that has led to an increase in the membership of the Association;*
- c) Examples of achievements in the delivery and/or advancement of healthcare;*
- d) Example of a single achievement or campaign that has had an impact on the BMA or its membership;*
- e) Specific examples of outstanding service;*
- f) Specific examples of sustained service;*
- g) Examples of conspicuously raising the character of the medical profession by scientific work, by extraordinary professional services, or by special services rendered to the British Medical Association;*
- h) Distinguished, outstanding, and exceptional services to the Association by non-medical personnel (Distinguished Service Award);*
- i) Living Our Values (all).*

*NB: Members do not have to meet all the criteria but this will determine the level of award conferred.*

## For Gold Medal and President's Award

11. Nominees must be nominated by THREE members of UK council for the Gold Medal and President's Awards.
  - One of these may also be the LEAD PROPOSER and nominators may also be referees.
  - Give their contact details (inc. BMA membership no.)
12. Upload **3 separate references** and give referees' contact details (inc. BMA membership no.).

*A minimum of THREE references are required for the Gold Medal and President's Award.*

*References must be individual to the BMA member giving them - i.e. not copied and pasted from another reference.*

*References must include examples where the member has demonstrated achievements and contributed to the Association in the following areas:*

- a) Examples of adding value to the BMA and membership;*
- b) Examples of any achievement that has led to an increase in the membership of the Association;*
- c) Examples of achievements in the delivery and/or advancement of healthcare;*
- d) Example of a single achievement or campaign that has had an impact on the BMA or its membership;*
- e) Specific examples of outstanding service;*
- f) Specific examples of sustained service;*
- g) Examples of conspicuously raising the character of the medical profession by scientific work, by extraordinary professional services, or by special services rendered to the British Medical Association;*
- h) Distinguished, outstanding, and exceptional services to the Association by non-medical personnel (Distinguished Service Award);*
- i) Living Our Values (all).*

*NB: Members do not have to meet all the criteria but this will determine the level of award conferred.*

## To submit (for all awards)

- Once everything has been uploaded and completed – press submit.
- Sarah Connolly will email acknowledging receipt of completed submissions in due course.
- You will not be able to submit until all fields have been completed and all references have been uploaded.

**All nominations must be completed and submitted ONLINE by 12 NOON 17 JANUARY 2024**

## Post submission

### ASSESSMENT

At its February meeting, the Awards and Honours subcommittee of the Organisation committee considers all completed nominations against the criteria set out in Section 8 a-i (as above). The subcommittee then determines the level of award to be conferred and the recommendations are submitted to UK Council for approval.

### IF AN AWARD IS CONFERRED

The nomination contact will be informed and the successful nominees will be invited (along with a guest) to the installation of the President ceremony at the BMA's Annual Representative meeting (followed by a dinner), normally held on the Tuesday evening at the ARM where successful nominees will be presented with their award.

### FEEDBACK

For unsuccessful nominations the Chair of the Organisation committee will give written or verbal feedback to the nominator upon request to [sconnolly@bma.org.uk](mailto:sconnolly@bma.org.uk). However, please note that the detailed discussions of the Awards and Honours subcommittee are strictly confidential and only the recommendations are recorded, therefore, any feedback will be limited and reflect the consensus reached.