



Australasian College  
for Emergency Medicine

# Policy on the Award of Honorary Fellowship

---

Policy and Procedure MSH448

## Document review

---

Timeframe for review:	Every two (2) years, or earlier if required
Document authorisation:	ACEM Board
Document implementation:	Governance and Standards Division
Document maintenance:	Manager, Governance and Standards

## Revision history

---

Version	Date	Pages revised / Brief Explanation of Revision
v1	Oct-2015	Approved by Board
v2	Dec-2017	Revision to s2.1 to enable members other than Fellows to be awarded Honorary Fellowship, and other minor editorial revisions
v3	Apr-2020	Approved by Board
v4	Oct-2021	Revisions to aid clarity of s3.3
v5	May-2023	Revisions to award purpose and criteria and clarification of award entitlements and financial support

## Copyright

2023. Australasian College for Emergency Medicine. All rights reserved.

# Contents

---

<b>Document review</b> .....	<b>2</b>
<b>Revision history</b> .....	<b>2</b>
<b>Purpose and scope</b> .....	<b>4</b>
<b>1. Honorary Fellowship</b> .....	<b>4</b>
1.1 Criteria .....	4
1.2 Award of Honorary Fellowship.....	4
1.3 Financial Support .....	5
<b>2. Nominations process</b> .....	<b>5</b>
2.1 Submission of Nominations.....	5
2.2 Determination of Nominations.....	5
2.3 Appeals .....	6
<b>3. Associated documents</b> .....	<b>6</b>

## Purpose and scope

---

The Constitution of the Australasian College for Emergency Medicine (ACEM/the College) and associated regulations confer authority on the ACEM Board to make the award of Honorary Fellowship to 'people of renown, distinguished members of the medical profession and other eminent persons, whether or not those eminent persons are members of the medical profession'.

The purpose of the award of Honorary Fellowship is to recognise outstanding contributions and service of individuals in the promotion and advancement of the speciality of emergency medicine, with such contributions being above and beyond that ordinarily given by medical practitioners in their dedication and commitment to achieving excellence in clinical emergency care.

This policy outlines the criteria for the award and the process for nomination, consideration and awarding of Honorary Fellowship of the College by the ACEM Board.

## 1. Honorary Fellowship

---

### 1.1 Criteria

People of renown, distinguished members of the medical profession and other eminent persons may be nominated for Honorary Fellowship. Such individuals will have made substantial and demonstrable contributions over a period of many years to the specialty of emergency medicine as well as the associated activities and purpose of the College.

In relation to members of the medical profession, it is important to note that:

- 'Outstanding contributions' shall necessarily be considered those above and beyond that ordinarily given by medical practitioners in the delivery of clinical emergency care.
- ACEM members and those seeking membership of the College, including trainees enrolled in an ACEM training program and Specialist International Medical Graduates (SIMGs) on a pathway to Fellowship of the College, are ineligible to be nominated for award of Honorary Fellowship. Significant contributions by such individuals are recognised under other College honours and awards, including the *ACEM Medal Policy* and *ACEM Distinguished Service Award Policy*, as applicable.
- The contributions of non-specialist emergency medicine practitioners will not ordinarily render them eligible for award of Honorary Fellowship; however, recognition of contributions may be considered under other relevant College processes. Non-specialist emergency medicine practitioners will only be considered for Honorary Fellowship if they have made significant contribution to the promotion and advancement of the speciality of emergency medicine above and beyond the delivery of clinical emergency care, for example through research, education, policy or advocacy.

The College does not ordinarily award Honorary Fellowship to employees of the College. Recognition for such individuals is generally made under other relevant College policies and processes.

### 1.2 Award of Honorary Fellowship

The award takes the form of a testamur. It is presented to the recipient at the annual College Ceremony following the decision to confer Honorary Fellowship, or other event approved by the ACEM Board.

Honorary Fellows are entitled to use the post-nominal 'FACEM (Hon)'. Honorary Fellowship does not afford any right of recognition as a specialist emergency medicine physician.

Pursuant to the ACEM Constitution, Honorary Fellows are not required to pay any entrance or annual subscription fee and are exempt from any recertification requirements.

Honorary Fellows are entitled to attend and speak but are not entitled to vote at annual general meetings of the College. Additionally, Honorary Fellows are not entitled to vote in College elections or decisions.

### 1.3 Financial Support

As the award of Honorary Fellowship is normally presented at the annual College Ceremony, reasonable economy airfares and accommodation will be provided by the College to the recipient to attend the ceremony at which the honour is being bestowed. Such support will be provided in accordance with provisions of the *ACEM Travel and College Expenditure Guidelines*.

The College is unable to provide financial support to family members to attend the College Ceremony at which the award is being bestowed.

Attendance at an appropriate social function held in conjunction with the College Ceremony will be provided by the College for the recipient and their partner, as applicable.

## 2. Nominations process

---

### 2.1 Submission of Nominations

- (a) Persons may be nominated for consideration for the award of Honorary Fellowship:
  - by a group of at least three (3) individual Fellows of the College, or
  - by a College entity, provided that the nomination is approved by a majority of members eligible to vote at the relevant entity meeting or via out-of-session decision, and such approval is recorded in the minutes of that meeting or the minutes of the next scheduled meeting, as applicable.
- (b) Where the nominator is a College entity, the support of the Council of Advocacy, Practice and Partnerships (CAPP) or the Council of Education (COE), according to the line of reporting of the entity in question, is required.
- (c) The nomination process shall be conducted in accordance with the provisions of the *Conflict of Interest Policy*.
- (d) A nomination for an award shall be made in writing to the Chief Executive Officer (CEO), and shall include:
  - (i) A letter of nomination signed by all nominees (where such are individuals) or the chair of the College entity (where a College entity is the nominator)
  - (ii) A letter of support from CAPP or COE, as appropriate (where applicable)
  - (iii) The detailed curriculum vitae of the nominee, containing biographical details, information on appointments, membership of learned societies (and office held), and a list of publications and other relevant details.
- (e) Each nomination requires the nominator(s) to substantiate the recommendation with a demonstrable reason(s) for the award.
- (f) Nominators may be required in writing to provide any further information as may be required for either the relevant Council or the ACEM Board to make a determination as to whether to support the nomination or make award, respectively.

### 2.2 Determination of Nominations

- (a) On the basis of the information provided in the nomination, the ACEM Board shall determine whether or not any award of Honorary Fellowship is approved. The Board shall give consideration to the significance and extent of contributions to the College, with such contributions to be considered outstanding relative to other individuals involved in College activities. Any such decision requires the approval of an ordinary majority of the membership of the Board, excluding any member with a conflict of interest.

- (b) The CEO shall notify the nominators or relevant ACEM entity/Council of the outcome of any nomination(s). If the Board determines that Honorary Fellowship shall be awarded, the President of the College shall write to the nominee, inviting the individual to accept this honour.

### 2.3 Appeals

Decisions of the ACEM Board in relation to whether or not to make an award of Honorary Fellowship are final and are not open to reconsideration, review or appeal under the College's *Reconsideration, Review and Appeals Policy*.

## 3. Associated documents

---

- ACEM Constitution
- ACEM Regulation A – Governance
- Reconsideration, Review and Appeals Policy (COR355)
- Travel and Expenditure Guidelines (CF193)



**Australasian College for Emergency Medicine**  
34 Jeffcott Street  
West Melbourne VIC 3003  
Australia  
+61 3 9320 0444  
[acem@acem.org.au](mailto:acem@acem.org.au)

**[acem.org.au](http://acem.org.au)**