



## **Honours and Awards Committee - Nominations Guidance 2024**

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## Preface

This Nominations Guidance 2024 document is an essential guide for all nominators in considering if a person is a suitable candidate to be nominated for an Honour or an Award from The College of Paramedics. The energy and effort in applying should ideally be rewarded if due consideration is taken in reading and following our advice. In addition, the process before during and after is fully explained in an effort to be helpful to you all.

Herein, this document will use both 'College of Paramedics' and 'the College' with the same meaning. The Honours and Awards (HAC) committee will use "the Committee," and HAC with the same meaning.

## Contents

**Criteria for award nomination:** Page 3

### Honour Awards:

- Lifetime Achievement Award ...page 3
- Fellowship of the College of Paramedics ...page 3
- Companionship of the College of Paramedics ...page 4
- Honorary Fellowship of the College of Paramedics ...page 5
- Honorary Companionship of the College of Paramedics ...page 6
- Posthumous Awards ...page 7

### Competitive Awards:

- The Roland Furber Award ...page 8
- The Carol Furber Award ...page 8
- The John Hinds Scholarship Award ...page 9
- The Student of the Year Award – 'Overcoming Adversity' ...page 10
- The Student of the Year Award – 'Support of Fellow Students' ...page 11
- The Practice Educator of the Year Award page 12

## Honours Awards:

### Lifetime Achievement, Fellowship, Companionship, Honorary Fellowship and Honorary Companionship Awards

The correct honour nomination submission form, available from the College of Paramedics website [https://www.collegeofparamedics.co.uk/COP/About\\_us/Honours/COP/Honours.aspx](https://www.collegeofparamedics.co.uk/COP/About_us/Honours/COP/Honours.aspx), must be completed by a full member of the College of Paramedics and also supported by the appropriate number of full members for the particular award. Nominations for awards and honours **no longer** requires the submission of a Curriculum Vitae (CV). However, the HAC requires 'The Nominator' to explain why the nominee is worthy in meeting the criteria set. At the same time the responsibility is also held by the nominator(s) to anonymise all of the information submitted to reduce the unconscious bias in support of the HAC awards team. Each nomination must focus on the nominees' actual achievements and how these have impacted on the College of Paramedics, the paramedic profession, or to patient care, rather than connected friendships, longevity of relationship, or connection to the nominees. Each nomination should be considered confidential and not be shared with those not involved with the process, including the nominee. Nominations must be submitted via email to [awards@collegeofparamedics.co.uk](mailto:awards@collegeofparamedics.co.uk) by the advertised closing date.

## Criteria for award nomination

**A Nominator:** Means the person(s) nominating another person for certain awards or an honour. All nominators must also be of good standing within their profession.

**A Nominee:** Means the person who has been nominated. All nominees must be of good standing within their profession and meet the appropriate criteria.

## Lifetime Achievement Award

A nominee for a Lifetime Achievement Award can be any individual who has made a significant long and outstanding contribution to the College of Paramedics, the paramedic profession or to patient care over the whole of their career, rather than, or in addition to, single contributions. Therefore, nominations for this award should ideally be considered towards the end of an individual's long and illustrious career and service to both patient care, paramedicine and to the professional body.

Nominations must be made by a full member, supported by at least **THREE** additional full members, and should be presented on the specific nomination submission form available on the College's website [https://www.collegeofparamedics.co.uk/COP/About\\_us/Honours/COP/Honours.aspx](https://www.collegeofparamedics.co.uk/COP/About_us/Honours/COP/Honours.aspx). The HAC are guided to consider a single successful nomination per year or a second in exceptional circumstances.

- The Award will be presented at the Awards Dinner at the College of Paramedics National Conference.
- The winner's name will be entered on the College of Paramedics Roll of Honour, which appears in all annual reports and on the College website, along with all past winners of our Honours and Awards.

## Fellowship of the College of Paramedics

A nominee for a Fellowship of the College of Paramedics must be a paramedic and a full member of the College of Paramedics and meet the criteria for nomination.

An outstanding contribution to the achievement of:

- The College of Paramedics objectives, growth, and development.
- Improving the paramedic professional practice and in turn patient care or population health and wellbeing. This may be from or include, a national and/or international perspective.
- The development of paramedic education with a national perspective, rather than regional or institutional level and in turn patient care or population health and wellbeing.

Whilst it is difficult to be prescriptive, examples of an outstanding contribution would be:

- Individuals who support of the College of Paramedics long term objectives, growth, and development for a sustained period, normally a period exceeding 10 years.
- The most exceptional contributions to paramedicine in relation to inspirational leadership, that has significantly impacted the development of the profession in the previous 10 or more years.
- Significantly improving paramedic professional practice and in turn measurably impacting on patient care, system efficacy or population health and wellbeing

- Actively supporting the long-term development of paramedic education and or research from a national perspective and in turn patient care or population health and wellbeing.
- Legislative changes that have improved practice for paramedicine and patient care.
- Exceptional contribution to the College of Paramedics or its members. This could be through increasing the membership, developing its reputation, or leading significant and long-term developments in the College of Paramedics.
- The Award will be presented at the Awards Dinner at the College of Paramedics National Conference.
- The winner's name will be entered on the College of Paramedics Roll of Honour, which appears in all annual reports and on the College website, along with all past winners of our Honours and Awards.

Nominations for Fellows must be made by a full member, supported by at least **TWO** additional full members, and should be presented on the relevant nomination submission form available on the College's website [https://www.collegeofparamedics.co.uk/COP/About\\_us/Honours/COP/Honours.aspx](https://www.collegeofparamedics.co.uk/COP/About_us/Honours/COP/Honours.aspx).

The committee are guided to consider up to four successful nominations per year, or more in exceptional circumstances.

Fellows of the College of Paramedics are entitled to use the title which includes the post nominal of **FCPara**. In addition, they may be approached and asked to become members of the Honours and Awards Committee.

## Companionship of the College of Paramedics

A nominee for a Companionship of the College of Paramedics must be a paramedic and a full member of the College of Paramedics and meet the criteria for nomination.

A distinctive contribution to the achievement of:

- Rendering distinctive and notably meritorious service to the paramedic profession, whose professional achievements may not be exclusively in paramedicine, or may be in some way unconventional, but who have, nevertheless, made a distinctive and notably meritorious contribution to the paramedic profession.

Whilst it is difficult to be prescriptive, examples of a distinctive contribution would be:

- Individuals who support the College of Paramedics long term objectives, growth, and development for a sustained period, normally a period exceeding 5 years.
- Individuals making contributions to paramedicine in relation to inspirational leadership, that has significantly impacted the development of the paramedic profession in the previous 5 or more years.
- Significantly improving paramedic professional practice regionally and in turn measurably impacted on patient care, system efficacy or population health and wellbeing.
- Actively supporting the development of paramedic education and or research from a regional, or national perspective which has in turn measurably impacted on patient care or population health and wellbeing.
- Legislative changes that have improved paramedic practice and patient care.

- Distinctive contribution to the College of Paramedics and/or its members. This could be through significantly increasing the regional membership, developing its national reputation, supporting, and developing student paramedics on a regional, and/or national basis, or leading significant projects on behalf of the College of Paramedics.
- The Award will be presented at the Awards Dinner at the College of Paramedics National Conference.
- The winner's name will be entered on the College of Paramedics Roll of Honour, which appears in all annual reports and on the College website, along with all past winners of our Honours and Awards.

Nominations for Companions must be made by a full member, supported by at least **ONE** additional full member, and should be presented on the relevant nomination submission form available on the College website [https://www.collegeofparamedics.co.uk/COP/About\\_us/Honours/COP/Honours.aspx](https://www.collegeofparamedics.co.uk/COP/About_us/Honours/COP/Honours.aspx). The HAC are guided to consider up to eight successful nominations per year or more in exceptional circumstances.

Companions are **not** eligible or entitled to use a post-nominal or be members of the Honours and Awards Committee, however they may use the full title in any strapline under their name i.e.

**Companion of the College of Paramedics.**

## Honorary Fellowship of the College of Paramedics

A nominee for an Honorary Fellowship of the College of Paramedics can be any individual, regardless of professional background or qualification, who has made a similar contribution to the paramedic profession as full Fellows and who meet the criteria for nomination.

An outstanding contribution to the achievement of:

- The College of Paramedics objectives, growth, and development.
- Improving the paramedic professional practice and in turn patient care or population health and wellbeing. This may be from or include, a national and/or international perspective.
- The development of paramedic education with a national perspective, rather than regional or institutional level and in turn patient care or population health and wellbeing.

Whilst it is difficult to be prescriptive, examples of an outstanding contribution would be:

- Individuals who support of the College of Paramedics long term objectives, growth, and development for a sustained period, normally a period exceeding 10 years.
- The most exceptional contributions to paramedicine in relation to inspirational leadership, that has significantly impacted the development of the profession in the previous 10 or more years.
- Significantly improving paramedic professional practice and in turn measurably impacting on patient care, system efficacy or population health and wellbeing
- Actively supporting the long-term development of paramedic education and or research from a national perspective and in turn patient care or population health and wellbeing.
- Legislative changes that have improved practice for paramedicine and patient care.

- Exceptional contribution to the College of Paramedics or its members. This could be through increasing the membership, developing its reputation, or leading significant and long-term developments in the College of Paramedics.
- The Award will be presented at the Awards Dinner at the College of Paramedics National Conference.
- The winner's name will be entered on the College of Paramedics Roll of Honour, which appears in all annual reports and on the College website, along with all past winners of our Honours and Awards.

Nominations for Honorary Fellows must be made by a full member, supported by at least **TWO** additional full members, and should be presented on the relevant nomination submission form available on the College website

[https://www.collegeofparamedics.co.uk/COP/About\\_us/Honours/COP/Honours.aspx](https://www.collegeofparamedics.co.uk/COP/About_us/Honours/COP/Honours.aspx).

The Committee are guided to consider up to four successful nominations per year or more in exceptional circumstances.

Honorary Fellows are **not** eligible or entitled to use a post-nominal or be members of the Honours and Awards Committee, however they may use the full title in any strapline under their name i.e. **Honorary Fellow of the College of Paramedics**.

## Honorary Companionship of the College of Paramedics

A nominee for Honorary Companionship of the College of Paramedics can be any individual, regardless of professional background or qualification, who has made a similar contribution to the paramedic profession as full Companions and who meets the criteria for nomination.

A distinctive contribution to the achievement of:

- Rendering distinctive and notably meritorious service to the paramedic profession, whose professional achievements may not be exclusively in paramedicine, or may be in some way unconventional, but who have, nevertheless, made a distinctive and notably meritorious contribution to the paramedic profession.

Whilst it is difficult to be prescriptive, examples of a distinctive contribution would be:

- Individuals who support the College of Paramedics long term objectives, growth, and development for a sustained period, normally a period exceeding 5 years.
- Individuals making contributions to paramedicine in relation to inspirational leadership, that has significantly impacted the development of the paramedic profession in the previous 5 or more years.
- Significantly improving paramedic professional practice regionally and in turn measurably impacted on patient care, system efficacy or population health and wellbeing.
- Actively supporting the development of paramedic education and or research from a regional, or national perspective which has in turn measurably impacted on patient care or population health and wellbeing.
- Legislative changes that have improved paramedic practice and patient care.

- Distinctive contribution to the College of Paramedics and/or its members. This could be through significantly increasing the regional membership, developing its national reputation, supporting, and developing student paramedics on a regional, and/or national basis, or leading significant projects on behalf of the College of Paramedics.
- The Award will be presented at the Awards Dinner at the College of Paramedics National Conference.
- The winner's name will be entered on the College of Paramedics Roll of Honour, which appears in all annual reports and on the College website, along with all past winners of our Honours and Awards.

Nominations for Honorary Companions must be made by a full member, supported by at least **ONE** additional full member, and should be presented on the relevant nomination submission form available on the College website

[https://www.collegeofparamedics.co.uk/COP/About\\_us/Honours/COP/Honours.aspx](https://www.collegeofparamedics.co.uk/COP/About_us/Honours/COP/Honours.aspx).

The Committee are guided to consider up to four successful nominations per year or more in exceptional circumstances.

Honorary Companions are **not** entitled to use a post-nominal or be members of the Honours and Awards Committee, however they may use the full title in any strapline under their name i.e. **Honorary Companion of the College of Paramedics**.

## Posthumous Awards

The Committee will consider the awarding of a posthumous award where the nominee was of good standing within their profession and had previously met all aspects as defined within the award criteria listed for Lifetime Achievement, Fellowship, Companionship, Honorary Fellowship, and Honorary Companionship and not been previously nominated during their lifetime. This is particularly relevant to individuals who may sadly die during clinical practice or whilst involved in professional and patient care endeavours, prior to being nominated by colleagues.

- The award is never made in response to our sympathy for the family's loss and it is important that the nominees are fully aware of the need to meet the same criteria so as not to cause additional pain and upset to all concerned.
- Should the Honours and Awards Committee decide to make this award it would contribute to the guided maximum total number for the respective award.

**The HAC welcomes any feedback on the process to help us improve for the next honours and awards season.**

## Competitive Awards:

Award entry forms for the Roland Furber Award, Carol Furber Award and John Hinds Scholarship Award are available from the College of Paramedics website

[https://www.collegeofparamedics.co.uk/COP/About\\_us/Honours/COP/](https://www.collegeofparamedics.co.uk/COP/About_us/Honours/COP/). Each of these awards has a different entry form. Please read the information below carefully before entering any of the awards.

Entries must be submitted via email to [awards@collegeofparamedics.co.uk](mailto:awards@collegeofparamedics.co.uk) by the advertised closing date.

The Award nomination submission forms are available from the College of Paramedics website [https://www.collegeofparamedics.co.uk/COP/About\\_us/Honours/COP/](https://www.collegeofparamedics.co.uk/COP/About_us/Honours/COP/). They must be completed by a full member of the College of Paramedics and also supported by the appropriate number of full members for the particular award. Nominations for awards and honours **no longer** requires the submission of a Curriculum Vitae (CV). However, the HAC requires 'The Nominator' to explain why the nominee is worthy in meeting the criteria set. At the same time the responsibility is also held by the nominator(s) to attempt to anonymise all of the information submitted to reduce the unconscious bias in support of the HAC awards team. Each nomination must focus on the nominees' actual achievements and how these have impacted on the College of Paramedics, the paramedic profession, or to patient care, rather than connected friendships, longevity of relationship, or connection to the nominees. Each nomination should be considered confidential and not be shared with those not involved with the process, including the nominee. Nominations must be submitted via email to [awards@collegeofparamedics.co.uk](mailto:awards@collegeofparamedics.co.uk) by the advertised closing date.

## The Roland Furber Award

This award is presented in memory of the late Roland Furber, a man of integrity, commitment, and passion to whom the paramedic profession owes a great debt. He worked tirelessly and unselfishly for the profession and the professional body. He was the first Chief Executive of the British Paramedic Association – College of Paramedics and was the third President of the College of Paramedics until his untimely death.

This award is open to paid up full and associate members of the College of Paramedics.

- Submission should be of a **Clinical Case** study that was experienced in person by the applicant. Presentations must be written to protect patient confidentiality, using original text with references as appropriate. Maximum 1000 words, excluding references, front cover, and appendices.
- The winning person will win a place at the College of Paramedics National Conference usually held in early summer and be presented with the prize ideally in person.
- The award will provide the winner with funding towards travel, accommodation, subsistence, sponsored by Class Professional Publishing.
- The Award will be presented at the Awards Dinner at the College of Paramedics National Conference.
- The winner's name will be entered on the College of Paramedics Roll of Honour, which appears in all annual reports and on the College website, along with all past winners of our Honours and Awards.
- As a condition of the award, the winner will be required to submit their case study for publication in Paramedic INSIGHT. (Support from the College of Paramedics education team is available on request).
- All entries for the award will be marked and judged by an invited academic panel competitively to acknowledge one clear winner.



- Entries must be made using **The Roland Furber Award Entry Form** and submitted via email to [awards@collegeofparamedics.co.uk](mailto:awards@collegeofparamedics.co.uk). Entries must be submitted by the advertised closing date.

## The Carol Furber Award

This award is presented in memory of the late Carol Furber who contributed so much to the College of Paramedics. Carol worked in a voluntary capacity as the senior secretary, and administrator for all correspondence including membership secretary until her untimely death. We remain in her debt for such dedication to the pioneering early days of the College of Paramedics.

- This award is open to paid up to date Student Members from an HCPC approved paramedic programme of studies that leads to eligibility to register as a paramedic.
- Submission should be of a **REFLECTIVE** case study that was experienced in person by the student applicant. Presentations must be written to protect patient confidentiality, using original text with references as appropriate. Maximum 1000 words, excluding references, front cover, and appendices. A countersignature by a registered Paramedic colleague will be needed to authenticate the genuine **REFLECTIVE** case study.
- The winning student will win a place at the Student Paramedic Conference usually held in November and be presented with the prize in person.
- The award will provide the winner with funding towards travel, accommodation, subsistence, sponsored by Class Professional Publishing. In addition, they will receive a book voucher, to the value of £50.00, for the range of books available at Class Professional Publishing.
- The Award will be presented at the Awards Dinner at the College of Paramedics National Conference.
- The winner's name will be entered on the College of Paramedics Roll of Honour, which appears in all annual reports and on the College website, along with all past winners of our Honours and Awards.
- As a condition of the award, the winner will be required to submit their case study for publication in Paramedic INSIGHT.
- All entries for the award will be marked and judged by invited academic panel competitively to acknowledge one clear winner.
- Entries must be made using **The Carol Furber Award Entry Form** and submitted via email to [awards@collegeofparamedics.co.uk](mailto:awards@collegeofparamedics.co.uk). Entries must be submitted by the advertised closing date.

## The John Hinds Scholarship Award

This award is presented in memory of the late Dr John Hinds, a man held in high regard as an inspirational leader by Paramedics and Emergency Medical Technicians and indeed anyone with an interest in prehospital care within Ireland. He selflessly gave a huge amount of his own time to educating and supporting paramedics and ambulance staff on the Island of Ireland and a scholarship for those colleagues is a fitting and practical way to preserve their memory of such a well-respected colleague and medical professional.

- This award is open to all clinical levels of pre-hospital responder; first responder to advanced paramedic, on the Island of Ireland.

- Submission should be of a **Clinical Case** study that was experienced in person by the applicant. Presentations must be written to protect patient confidentiality, using original text with references as appropriate. Maximum 1000 words, excluding references, front cover, and appendices.
- The winning applicant will win a place on an Anaesthesia Trauma and Critical Care (ATACC) course, sponsored by Galen.
- The College of Paramedics will provide the winner with funding towards any necessary travel, accommodation and subsistence, in relation to the award.
- The Award will be presented at the Awards Dinner at the College of Paramedics National Conference.
- The winner's name will be entered on the College of Paramedics Roll of Honour, which appears in all annual reports and on the College website, along with all past winners of our Honours and Awards.
- As a condition of the award, the winner will be required to submit their case study for publication in Paramedic INSIGHT.
- All entries for the award will be marked and judged by an invited academic panel competitively to acknowledge one clear winner.
- Entries must be made using **The John Hinds Scholarship Award Entry Form** and submitted via email to [awards@collegeofparamedics.co.uk](mailto:awards@collegeofparamedics.co.uk). Entries must be submitted by the advertised closing date.
- The award will be formally presented at a suitable continuing professional development or other College of Paramedics event in NI, or at the College of Paramedics Awards Dinner.

## The Student of the Year Award

### Overcoming Adversity and Support for Fellow Students

The Student of the Year Award is presented in two distinct categories. The first award category is for 'Overcoming Adversity' and the second award category is for 'Support for Fellow Students'.

They are given in recognition of outstanding efforts made by a pre-registration student paramedic in their final year of study for either category. Nomination should clearly identify which of the two categories (See sections below) is being used for the nomination.

### The Student of the Year Award – 'Overcoming Adversity'

The Student of the Year – 'Overcoming Adversity' is given in recognition of outstanding effort made by a pre-registration student paramedic enrolled on an approved programme of studies. The outstanding effort should be because of; overcoming adversity and personal barriers to perform well on their course and achieving graduation and registration as a 'Paramedic'.

- Nominations must be made using **The Student of the Year Award – 'Overcoming Adversity' Nomination Form**.
- Nominations will usually be by the Programme Leader and should be presented on the relevant nomination form available on the College website: <https://www.collegeofparamedics.co.uk/>

- This award will be considered yearly, following a call out for nominations, as specified within the Honours and Awards Timetable in Appendix 3.
- Each nomination should be considered confidential and not be shared with those not involved with the process, including the nominee. This award is an honour award that is competitively compared with other nominations, with only one student awarded.
- All nominations for the award will be graded and judged by a panel competitively to acknowledge one clear winner.
- The award is administered by the Honours and Awards Committee (HAC).
- Reinforcement of this prestigious award is to be communicated at both the Student Paramedic conference and the College of Paramedics National conference.
- Nominators should download - nomination form for the Student of the Year Award – ‘Overcoming Adversity’ and when completed in full, submit it to the College of Paramedics in time for consideration.
- The Award will be presented at the Awards Dinner at the College of Paramedics National Conference.
- The winner’s name will be entered on the College of Paramedics Roll of Honour, which appears in all annual reports and on the College website, along with all past winners of our Honours and Awards.

## The Student of the Year Award – ‘Support for Fellow Students’

The Student of the Year Award – ‘Support for Fellow Students’ is given in recognition of outstanding effort made by a pre-registration paramedic student enrolled on an approved programme of studies. The outstanding effort may be because of, representing the College of Paramedics and/or the students on their course, providing support and/or mentorship to other students.

- Nominations must be made using **The Student of the Year Award – ‘Support for Fellow Students’ Nomination Form**.
- Nominations will usually be by the Programme Leader and should be presented on the relevant nomination form available on the College website: <https://www.collegeofparamedics.co.uk/>
- This award will be considered yearly, following a call out for nominations, as specified within the Honours and Awards Timetable in Appendix 3.
- Each nomination should be considered confidential and not be shared with those not involved with the process, including the nominee. This award is an honour award that is competitively compared with other nominations, with only one student awarded.
- All nominations for the award will be graded and judged by a panel competitively to acknowledge one clear winner.
- The award is administered by the Honours and Awards Committee (HAC).
- Reinforcement of this prestigious award is to be communicated at both the Student Paramedic conference and the College of Paramedics National conference.

- Nominators should download - nomination form for the Student of the Year Award – ‘Support for Fellow Students’ and when completed in full, submit it to the College of Paramedics in time for consideration.
- The Award will be presented at the Awards Dinner at the College of Paramedics National Conference.
- The winner’s name will be entered on the College of Paramedics Roll of Honour, which appears in all annual reports and on the College website, along with all past winners of our Honours and Awards.

## The Practice Educator of the Year Award

The Practice Educator of the Year Award is given in recognition of outstanding effort made by amazing practice educators who support the development of student paramedics, and the preceptorship of newly registered, graduate paramedics.

- Nominations must be made using **Practice Educator of the Year Award Nomination Form**.
- Nominations will usually be by the student paramedic and/or Programme Leader and should be presented on the relevant nomination form available on the College website: <https://www.collegeofparamedics.co.uk/>
- This award will be considered yearly, following a call out for nominations, as specified within the Honours and Awards Timetable in Appendix 3.
- Each nomination should be considered confidential and not be shared with those not involved with the process, including the nominee. This award is an honour award that is competitively compared with other nominations, with only one Practice Educator awarded.
- All nominations for the award will be graded and judged by a panel competitively to acknowledge one clear winner.
- The award is administered by the Honours and Awards Committee (HAC).
- Reinforcement of this prestigious award is to be communicated at both the Student Paramedic conference and the College of Paramedics National conference.
- Nominators should download - nomination form for the Practice Educator of the Year Award and explain why this individual goes above and beyond the normal amazing work of practice educators as experienced by the nominator, and when completed in full, submit it to the College of Paramedics in time for consideration.
- The Award will be presented at the Awards Dinner at the College of Paramedics National Conference.
- The winner’s name will be entered on the College of Paramedics Roll of Honour, which appears in all annual reports and on the College website, along with all past winners of our Honours and Awards.

## Frequently Asked Questions (FAQs)

### **Who makes up the Honours and Awards Committee (HAC)**

The HAC is made up of Fellows of the College of Paramedics, a representative from the Diversity Steering Group and supported by a senior administration officer.

### **Where do I send my nomination (Honour) or my entry form (Award)**

[Awards@collegeofparamedics.co.uk](mailto:Awards@collegeofparamedics.co.uk)

### **What are the deadlines for this process**

- Download the forms from our website from 1<sup>st</sup> November 2023.
- Closure of **ALL** nominations (Honours) and entry forms (Awards) is 4pm Monday 12<sup>th</sup> February 2024.
- Successful Honours and Awards are contacted by the 10<sup>th</sup> March 2024.
- The Honours and Awards will be presented on the evening of 22<sup>nd</sup> May 2024

### **What happens after the Honours and Awards Committee approval?**

The Honours and Awards Committee will send their recommendations for award to the College of Paramedics Board of Trustees for ratification. Once this process is complete the decision to award will be communicated to the nominator and successful individuals from the Chair or Vice-Chair of the Honours and Awards Committee.

### **What if my nomination is rejected?**

The decision not to recommend or ratify will be communicated to those making the nominations. Appeals against this decision will not be permitted. Feedback will not be given on why a nominee was not recommended or ratified for an award. However, the Honours and Awards Committee Chair or Vice-Chair can provide non-specific feedback and a general overview of how decisions are reached. The Honours and Awards Committee would not normally expect to receive another nomination for an unsuccessful nominee (in the same category) within a three-year period unless there are exceptional circumstances.

### **When will I hear whether my entry for an Honour or Award has been successful?**

The Honours and Awards Committee will send their recommended winning entry to the College of Paramedics Board of Trustees for ratification. Once this process is complete the decision will be communicated to the successful individual from the Chair and or the Vice-Chair of the Honours and Awards Committee.