



ANZAHPE

**Australian & New Zealand
Association for Health
Professional Educators**

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Rules for the ANZAHPE Fellowship Scheme

(Amended 14/02/2022)

Goals of the Scheme

The Australian and New Zealand Association for Health Professional Educators (ANZAHPE) exists 'to ensure, for the benefit of the community in general, that health professional education is fostered and developed to maintain the highest possible standard, to the end that health professionals are better trained, equipped and educated to provide health assistance to the community'.¹

Fulfilment of this objective requires that all health professionals take responsibility for the education and development of their junior colleagues, utilising methods and approaches informed by scholarly investigation.

Notwithstanding this general duty, some health professionals, as well as some educational experts who are not themselves from a health professional background, focus their efforts on the education of health professionals, develop particular expertise and undertake the scholarly work that guides the most effective practice in this area. These practitioners may work in a wide variety of settings, including health care facilities, educational institutions and community practices. They may concentrate on the education of learners in any of the full range of health professions, as well as on interprofessional education and they may focus on the pre-qualification, post-qualification or continuing education domains. Fulfilment of ANZAHPE's objectives requires that such practitioners be appropriately recognised for their specialised capabilities and scholarly achievements. A clear developmental path and appropriate mentorship are required to ensure that aspiring health professional educators are supported to maximise their potential, to ensure the continuing growth of the field and an ongoing supply of expertise into the future. The Association seeks to support the further development of a community of scholarly practice among health professional educators.

The ANZAHPE Fellowship Scheme has been devised in order to fulfil the following goals:

1. To engender a culture of mentorship and encouragement through which more senior members of ANZAHPE can support the development of those with less experience
2. To chart a clear pathway through which emerging health professional educators can develop expertise, gain experience and undertake scholarly educational practice
3. To provide a means through which ANZAHPE members who have attained particular expertise in health professional education through scholarly practice can be recognised within their own institutions and the broader world.

Fellowship Committee

ANZAHPE will convene an ongoing Fellowship Committee comprising eight Fellows and one Associate Fellow of ANZAHPE, selected and appointed by the Committee of Management of the Association, together with the current President of the Association ex officio. The Committee of Management will appoint a chair for the Fellowship Committee from among the Fellowship Committee's membership. The Fellowship Committee shall itself elect a deputy chair from among its number. The Fellowship Committee, on approval by the Committee of Management, may appoint additional members to take specific roles.

¹ Objects and Rules of the Australian & New Zealand Association for Health Professional Educators, Object (a).

Members of the Fellowship Committee shall hold office on each occasion of appointment for a period of approximately three years and shall be eligible for reappointment at the Committee of Management's discretion up to a maximum total period of ten years.

Should a member of the Fellowship Committee resign or be unable to continue to serve, the Committee of Management shall appoint a replacement member from among the Fellows of ANZAHPE. Such a replacement member shall hold office for approximately three years from the date of their appointment and shall be eligible for reappointment at the Committee of Management's discretion up to a maximum total period of ten years.

Members of the Fellowship Committee must remain active members (or honorary members) of ANZAHPE for the entirety of their tenure on the Committee.

Members of the Fellowship Committee hold office at the discretion of the Committee of Management but may only be removed from office prior to the expiry of each three-year term for substantive and serious reasons, to which they would have a right of reply. In identifying Fellows to serve on the Fellowship Committee at the conclusion of each member's three-year term or when replacement members need to be appointed, the Committee of Management shall balance the need for the Fellowship Committee to gain fresh perspectives with the need for continuity of experience. It shall also consider the need for diversity of membership. As a guide, no more than half the committee should change in any year. To ensure support for new members and provide continuity, if half or more committee members have reached the maximum term of nine years, then the committee will nominate a portion of such members for approval of a further one-year term, allowing the maximum term of 10 years.

The Fellowship Committee will fulfil the following functions:

1. To implement procedures for the effective and efficient conduct of the Fellowship Scheme and fulfilment of its goals
2. To adjudicate applications for Associate Fellowship of ANZAHPE and recommend to the President of ANZAHPE conferral of Associate Fellow status on candidates whom it deems to have met the prescribed criteria
3. To convene panels of three Fellows to adjudicate applications for Fellowship of ANZAHPE and recommend to the President of ANZAHPE, via the Fellowship Committee, conferral of Fellowship status on candidates whom they deem to have met the required criteria. At least one member of each panel will be a member of the Fellowship Committee.
4. To provide feedback to applicants who are determined not to have met the required criteria for a particular level in the Scheme on how they might meet them prior to a further application
5. To engage in monitoring and evaluation of the Fellowship Scheme and provide advice to the President and Committee of Management on the Fellowship Scheme and related matters, including any recommended modifications to these Rules or the Criteria for Associate Fellowship and Fellowship of ANZAHPE.
6. Advocate for and contribute to the promotion of the Fellowship Scheme

Criteria for Associate Fellowship and Fellowship

The criteria against which applications for Associate Fellowship and Fellowship shall be judged are those agreed by the Committee of Management of ANZAHPE, as available on the ANZAHPE Website. These criteria may only be varied further by formal agreement of the ANZAHPE Committee of Management on the recommendation of the Fellowship Committee. The Fellowship Committee shall formally review any new criteria every three years. It will recommend to the Committee of Management any changes that may have been determined to be required on the basis of the Fellowship Committee's experience to that time.

Application

Applications for recognition as an Associate Fellow or Fellow of ANZAHPE must be made on the prescribed form, which will be made available on the Association's website, accompanied by supporting evidence and the appropriate application fee. These fees will be set and reviewed by the Committee of Management.

Application fees are intended to offset the additional administrative costs associated with processing and adjudicating an application. **Consequently, they are non-refundable in the case of an unsuccessful application.**

Applicants should be careful to include all material they wish to be evaluated at time of their initial application, because the Committee is unable to accept proffered additional information or documentation during or after the adjudication process. It should be noted, however, that this provision does not preclude the Committee or an Assessment Panel from requesting additional information or documentation from the candidate during the adjudication process where this found to be necessary in order to make a decision.

Requirement for continued membership

Applicants for Associate Fellowship or Fellowship must be current full members (including named members within a corporate membership) or honorary members of ANZAHPE at the time of application. In addition, they must retain current membership of the Association continuously in order to retain their status, but there will be no additional annual fee in relation to Associate Fellowship or Fellowship. Former Associate Fellows or Fellows who have not renewed their membership of ANZAHPE for a period of six months after its expiry will be required to re-apply for Associate Fellow or Fellow status, and pay the appropriate application fee, should they subsequently re-join the Association. Recognising important interruptions to professional life such as parental leave, Associate Fellows or Fellows can apply to have their ANZAHPE membership and Fellowship status paused for up to one year, in the first instance, on approval of the ANZAHPE President and Chair of the Fellowship Committee. Apply in writing to the ANZAHPE Office.

Post-nominals

Associate Fellows of ANZAHPE shall be entitled to use the post-nominals 'AFANZAHPE' and Fellows the post-nominals 'FANZAHPE' during the period of currency of their status, provided that they also remain current members of ANZAHPE.

Convocation

A Convocation of all Fellows and Associate Fellows will be held annually as part of the ANZAHPE conference and presided over by the Chair of the Fellowship Committee. The purpose of the Convocation is to provide an ongoing avenue for communication between the Fellows and Associate Fellows of the Association, the Fellowship Committee and the Committee of Management of the Association.

Revalidation

Associate Fellowship or Fellowship will be current for a period of five years from the date on which it is conferred (provided that the Associate Fellow or Fellow has retained current membership of ANZAHPE throughout this period). Prior to the expiry of each five-year period Associate Fellows or Fellows who wish to retain their status must apply for revalidation of their recognition, utilising the appropriate form. They will be required to provide evidence of continued fulfilment of the relevant criteria, as well as of their contribution to the work of ANZAHPE and the development of their junior colleagues during the intervening period. A further fee will be levied for revalidation and the level of this fee will be determined by the Committee of Management. The revalidation process, criteria and initial fee should be reviewed once per five-year cycle (from 2021).

Appeal of adjudication decisions

Applicants who have been found not to have met the criteria for either Associate Fellowship or Fellowship of the Association through the application of these Rules will receive feedback from the Fellowship Committee outlining the reasons for the decision and the steps that will be required in order for the applicant to meet the criteria at a subsequent re-application. Should an applicant be dissatisfied with the outcome of an adjudication decision, they may write to the Committee of Management requesting a further review of their application. Processing of an appeal requires payment of an additional fee as set by the

Committee of Management. A panel of three Fellows of ANZAHPE, appointed by the Committee of Management, who were not part of the initial assessment decision, will conduct the review. This additional panel will make a recommendation to the Committee of Management, whose decision is final. No further avenues of appeal are available within the Association.

Variation of these Rules

These Rules were endorsed by the Committee of Management and came into force on 28th May 2015. They were amended by the Committee of Management on 1st March 2019, and again on the 14th of February 2022. They may only be further varied by decision of the Committee of Management on recommendation from the Fellowship Committee. The Fellowship Committee shall formally review these Rules two years from the date on which they came into force and every three years thereafter. It shall recommend to the Committee of Management any changes that may have been determined to be required, based on the Fellowship Committee's experience to that time.