

Professional Achievement

Information and Guidance for Completion

The professional achievement honour is an honour which the Association can bestow upon a member in recognition of their exceptional contribution to the profession of Dietetics. As such, it cannot be given lightly.

Who is Eligible for Nomination?

A full member of the BDA for a minimum of 10 years

The nominee will have made an exceptional contribution to the profession of Dietetics at national, UK wide or international level over and above that which would be expected from their job role over a **minimum of 10 years**.

Areas of contribution could include, but are not limited to:

- Clinical Practice
- Teaching and practice education
- Research/evidence into practice.
- Leadership
- Professional development and welfare of colleagues
- Trade Union and industrial relations
- Influencing, policy and strategy development
- Advocacy and Ambassadorial roles within and out with the profession
- Supporting the workforce through initiatives such as equality, diversity and inclusion

Nominations should ideally be made while the nominee is still active or at the most within 12 months of retiral or standing down from their job role.

The Nomination Process

Ensure that the nominee is eligible and meets the above criteria.

Nominations for Professional Achievement should be made **on the standard proforma P** to the Honours Committee Chair and sent to honours@bda.uk.com without informing the nominee.

Nominations should be made by one full BDA member and supported by another member or professional colleague who works with, or has worked with the nominee **or** by a decision of a Branch, Group or Committee of the Association in general meeting. A lead nominator should be identified and contact details given.

The individual concerned should not be approached.

All nominations received will be acknowledged by the BDA to the lead nominator.

The nomination will be screened for completeness. If necessary, clarification or amendment and resubmission will be sought at this point.

The formal acknowledgement to the lead nominator will inform them that they and the nominee will be notified directly if the nomination is successful; if the nomination is not successful the lead nominator will be informed.

Guidance for Completing the Proforma

Section 1

Basic information and contact details for the Nominee.

Basic information and details for Lead Nominator and one other nominator who is either a BDA member, or has Professional connection to the Nominee.

Alternatively, if the nomination has been proposed by a BDA Branch, Group or Board, please give details of when and where the decision was made and recorded and provide details for a Lead Nominator.

Section 2

We ask that you succinctly summarise the overarching reason for your nomination eg contributed to the profession for x years in the capacity of x; the impact of which is x.
There is a 50 word limit for this section.

Please note: We may quote or summarise these descriptions in our communications, social media updates and celebration events, should the nomination be successful.

Section 3

We ask for a summary of the nominee's outstanding personal commitment and exceptional contribution to the profession of dietetics over and above that which would be expected in their job role over a minimum of 10 years.

- Why are they being nominated?
- What is special about the nominee's commitment and contribution?
- How have they gone over and above what is expected in their role?
- Have they demonstrated outstanding service as a leader/role model/mentor?
- Are they inspirational and well recognised by BDA Members in their area of expertise?

There is a 500-word limit for this section

Please note: We may quote or summarise these descriptions in our communications, social media updates and celebration events, should the nomination be successful.

Section 4

Provide evidence of how the nominee has actively promoted or made a consistent and sustained contribution to the profession of Dietetics over a minimum of 10 years, **giving dates**. This should be succinct, but thorough – you can use sentences or you may find it useful to use bullet points.

Section 5

Provide specific examples of how the nominee's contribution has impacted on the profession. You should demonstrate how the nominee has made a sustained and exceptional contribution that has made an outstanding impact on the profession in one or more of the areas outlined below

Areas of contribution could include, but are not be limited to:

- Clinical Practice
- Teaching and practice education
- Research/evidence into practice
- Leadership
- Professional development and welfare of colleagues
- Trade Union and industrial relations
- Influencing, policy and strategy development
- Advocacy and Ambassadorial roles within and out with the profession
- Supporting the workforce through initiatives such as equality, diversity and inclusion

It is important to include evidence of the impact of the nominee's activities and the difference they have made. This will help to identify that the nominee's activities go over and above their usual job role and purpose.

*In order to demonstrate impact, the following should be completed for **each example** of your nominee's contribution. It is important to provide information as succinctly as possible and focus on what the specific individual contribution of the nominee in an area has been.*

What has the nominee done that has made a sustained and exceptional contribution to the profession nationally, UK wide and/or internationally?

- You might, for example, focus on what the nominee has done to influence and develop policy and/or strategy in their area of expertise. Or,
- How have they built relationships with others in different fields and developed the role and influence of dietitians as a result? Or,
- How has their research or innovative practice improved care or outcomes?

Explain why this was needed/is relevant

Show why this was important; what gap this was filling?

Describe the impact this has had. What is different as a result?

This should answer the 'so what' question. Be specific about how this has made a difference to the profession nationally, across the UK or internationally?; Specific dates (month and year) facts and data are required to illustrate this.

Are they, for example, well recognised by BDA members in their field of expertise and in representing/promoting the profession?

Please Note. Only the information provided on the form can be taken into consideration by the Honours Committee. If any additional documentation is submitted this will not be considered. Please provide all the necessary evidence to support the nomination on the nomination form

If you have any questions about completing the nomination proforma please <mailto:Honours@bda.uk.com>

Assessment of Nominations

The BDA Honours Committee will consider all nominations using a standardised assessment based on the judging criteria in sections 2,3,4 and 5.

Each nomination is critically appraised by all members of the Honours committee.

- If your nomination is considered to fit into a different category than you have indicated, then the Honours committee reserves the right to alter this (as agreed by the BDA board of Directors)
- Do not submit more than one proforma per nominee. Should this occur, ALL forms will be considered null and void and returned.
- If you are in any doubt then please contact the BDA office on 0121 200 8080 and ask for the Honours Committee Administrator before submitting.

The BDA Honours Committee will give recommendations to the BDA Board of Directors to take the final decision on conferring the Professional Achievement Honour.

The discussions will be confidential and no further correspondence will be entered into. Successful nominees will be informed by the Honorary Chairman and Chief Executive.

The Professional Achievement Honour will be presented formally by the Honorary President and Chairman of the Association at a National BDA event such as the Awards Ceremony or the Annual General Meeting following which, a notice will appear in Dietetics Today.