

## **Terms and Conditions of Membership, including cancellation policy**

### ***Becoming a member***

Those approved for Membership (MACadMEd) and Fellowship (FACadMEd) of the Academy of Medical Educators, do not become members and are not entitled to use the post nominals\* nor any other benefits of membership until their first year's subscription payment is received. The first year's subscription must be paid in full. Subsequent years can be paid annually or in quarterly instalments.

For members who choose to pay by direct debit, please note that the quarterly payment plan is not available for the first year's subscription or outstanding invoices. You may select this option so that future years' subscriptions are collected in four instalments, but payment for any outstanding invoice will be taken in full.

### ***Cancellation policy for new memberships***

New members have the right to cancel their membership within 28 days of their first annual subscription payment. Those wishing to cancel membership must do so in writing, by email, to [info@medicaleducators.org](mailto:info@medicaleducators.org). A refund will be given minus a £15 administration fee. The application fee (£25) is not refundable in any circumstances. After 28 days no partial refunds of subscription payments will normally be given for memberships cancelled before expiry. The Academy's Executive Committee of Council may consider a refund in exceptional circumstances. Any applications for a refund after the 28 day notice period must be submitted in writing. The Executive Committee's decision is final.

### ***Cancellation policy for existing individual memberships***

Notice must be submitted in writing, by email to [info@medicaleducators.org](mailto:info@medicaleducators.org) a minimum of ten working days before the membership is scheduled for renewal. If notice is given after it has been renewed, the membership will be changed or cancelled at the next billing cycle. No partial refunds will be given for changes in membership status during a subscription year.

In the event of termination of membership for any other reason, including as a result of disciplinary investigations on the part of AoME, an employer or regulatory body, the same policy with regard to subscription refunds will apply.

### ***Maternity, parental and adoption leave***

Please contact the AoME office to notify us of parental leave. A suspension of membership can be granted to cover maternity leave or similar situations. Membership can be suspended at any point during the year and the remainder of that year's membership, as well as the subscription fee, carried

over to a new agreed start date. The maximum suspension period is 24 months. Use of the post-nominals and other member benefits are suspended for the agreed period. A suspension of membership in other similar circumstances may be agreed on a case by case basis by the Academy's Executive committee.

### ***Using Post Nominals\* - What MAcadMEd and FAcadMEd denote***

Members and Fellows of AoME can use the post nominals MAcadMEd and FAcadMEd respectively. These signify that you have recognised achievements and expertise in medical education, in the same way as Membership/Fellowship of a medical or surgical Royal College signify craft knowledge and skills. They recognise your status as a Member or Fellow in good standing of the Academy of Medical Educators. They also indicate that you subscribe to the core values of medical educators.

#### How to use

Members: MAcadMEd

Fellows: FAcadMEd

As agreed by the Queen's Counsel, the initials MAcadMEd and FAcadMEd are acronyms for the status of being a Member or Fellow of the Academy of Medical Educators. This means that use of the post-nominal is restricted to those who are "in good standing" with the Academy - those who have met all of the requirements for full membership and who maintain that status through payment of an annual subscription fee.

#### Professional obligation

The Academy takes the view that it is misleading for a non-member to use the post-nominals MAcadMEd and FAcadMEd in circumstances where students, patients or colleagues could reasonably believe it to indicate current membership of AoME (and not simply as an indication of past membership at an unspecified date) which can/may be seen as a breach of the core value to "demonstrate professional identity and integrity". Such circumstances include using the post-nominal on a nameplate, website, e-mail signature, leaflet or letterhead, or in information supplied to a prospective employer.

Inappropriate use or misuse of the post-nominal is investigated and followed up by the Registrar's office. It has become apparent that most cases brought to our attention are a result of lack of awareness of the usage rather than any intentional action.