

Information and Guidance for Applicants for Membership of the
Academy of Medical Educators



The AoME is pleased to consider applications for Membership from individuals who are actively involved in the education of students and practitioners in medicine, dentistry or veterinary medicine.

This guidance should be read in conjunction with other supporting documentation available to applicants: the Professional Standards 2012 and guidance to referees, peer reviewers. Copies of these documents are available for download from the Academy's website, www.medicaleducators.org or by email: info@medicaleducators.org

1. Your application

To qualify for Membership you should be able to demonstrate a level of commitment which generally exceeds Level 1 and meets most of the domains at Level 2 of the Academy's professional standards.

Your application for recognition by the Academy of Medical Educators should show that:

- you have reached the required standards in medical education; and
- you are able to reflect on your values, practice and learning needs as a way of continuous development.

To support your application you will be asked to supply **four types** of evidence. Notes 2 to 6 offer advice on the type of evidence that you could supply to support your application.

2. Reflection on values

This 500 word reflective piece should explore your professional practice as a medical educator. This is where the assessors can find evidence that you are working within the Academy's Professional Standards framework.

It is important that you are reflective and do not simply provide a description. Reflection is a process in which you consider why you do something in a particular way and includes a justification for your approach. You may find it useful to consider: What are your core values as a medical educator and how are these demonstrated in the examples? How do the examples show your scholarly approach, and how have the experiences affected your subsequent practice? What areas for further development have you identified and how do you plan to address these? A carefully chosen illustration that demonstrates how you have reflected upon your approach is very useful to the assessors.

3. Reference

Please provide one reference based on the Academy's domains of practice from a senior colleague or supervisor. It is your responsibility to obtain a reference: we cannot do this on your behalf and any applications unaccompanied by a reference will not be considered. It would be helpful to provide your referee with the guidance notes for referees which are also available on the website.

4. Evidence of Accredited Course completion

Some academic and/or CPD courses have been accredited by the Academy of Medical Educators as satisfying the requirements for supporting evidence for the award of Membership (MAcadMED). If you have completed one or more of these courses (within the last two years), please upload a copy of the certificate of course completion. You do not need to provide evidence of CPD in medical education nor a peer review of your teaching if you have completed an accredited course within the time specified.

5. Evidence of CPD in medical education (undertaken in the last two years)

If you have not completed an AoME-accredited course and are applying for Membership, you need to show how you are maintaining and developing your professional knowledge and skills as a medical educator. Evidence for this could include: attendance on academic courses such as Certificate and Masters' courses in

medical education including distance and flexible learning (e.g. KSS Deanery's QESP Programme, London Deanery's Professional Development for Educational Supervisors or postgraduate courses in medical education); attendance at CPD events, workshops and conferences; voluntary appraisal; shadowing the work of others; attending multidisciplinary team meetings; visiting centres of excellence; working with a mentor; learning from students, colleagues and patients. Reading or other online activity you find useful and relevant can be included. Please note that evidence that you have undergone training within your own medical specialty must show its direct relevance to your practice as a medical educator.

6. Feedback from colleagues and learners who have direct knowledge of your work – Peer Review

If you have not completed an AoME-accredited course and are applying for Membership, you will need to submit one peer review (max 1 A4 page) of your teaching or educational practice by someone who has first-hand experience, together with a 250-word reflection on the feedback you have received. Note: it is your responsibility to obtain a peer review of your teaching or educational practice: we cannot do this on your behalf and any applications unaccompanied by a peer review will not be considered. A colleague or learner should supply first hand feedback summaries of your work in medical education. Single-page summaries of course or session evaluations are acceptable, but please do not submit student feedback forms, lesson plans, papers and reports as these cannot be considered. Most importantly we are interested to know how your commitment has been demonstrated in your work, and to see evidence that you are able to reflect on feedback received and use it to develop a plan for improvement. We reserve the right to verify information provided at a later date.

7. Submitting your application

Applications are accepted only through the online form. Please let us know if you experience any difficulties with the website. Documentation you provide is stored securely on our server. Assessors access information direct from the server and forms are not printed or stored locally by staff or assessors. Membership applications are assessed by a single assessor in the first instance. If the assessor feels that the application is not of the required standard, then it will be referred to a second assessor who will not know that this application has been referred. If the second assessor is satisfied then the recommendation will be processed with just the feedback from the second assessor. If two assessors have independently deemed that the application does not meet the criteria for Membership, both assessors will confer to agree the feedback to go back to the applicant.

We will normally notify you of the outcome, with feedback, within 8 weeks of acknowledgement of receipt of your application. If your application is successful you will be informed and a request sent to you for your first year's subscription. Upon payment of the subscription fee you will be invited to attend a special ceremony to receive your Certificate of Membership and you will become entitled to the usual member benefits and to the use of the post-nominal letters MACadMED.