



Distinguished Service Awards

Nomination
Guidance for CSP
Distinguished
Service Awards

Thank-you for considering making an application/nomination for a CSP Distinguished Service Award (DSA).

1. Professional Awards Panel

1.1. The Professional Awards Panel (PAP) makes recommendations to CSP Council for the CSP Distinguished Service Awards

2. The Distinguished Service award eligibility

2.1. DSAs are awarded in recognition of a sustained period (> 10 years) of outstanding service and excellence to the CSP and/or its members.

2.2. Any subscribing member of the CSP, and any current or former CSP employee is eligible for a DSA award. People may apply directly, or they may be nominated by others.

2.3. People who are a subscribing CSP member applicant/nominee for a DSA must have been a member of the CSP for at least 10 consecutive years. We recognise that this means that our student members may not meet the eligibility criteria for our DSAs. Other awards are open to student members.

3. Distinguished Service award criteria

3.1. All people who meet the eligibility criteria to apply for /be nominated for a DSA have their application/nomination judged against two award criteria. See Appendix 1 for the full process and Appendix 2 for scoring matrix for these criteria.

Criterion 1: Evidence of outstanding service to the CSP and/or its members.

This criterion considers what people have been involved in and how they have shown they have served the CSP and/or its members, over and above just doing their job. This aspect covers aspects such as contribution to the advancement of the profession and promoting of the aims of the CSP.

Criterion 2: Evidence of excellence within their field. This criterion considers what people have specifically achieved and what sets them apart from their peers. This aspect covers aspects such as innovation within their field, development of new ways of working and evaluation of practice and enhancement of personal and professional development of CSP members.

3.2. **Equity, Diversity and Belonging (EDB).** Work in this field alone can be the reason for an application/nomination, provided that the application/nomination demonstrates that criteria 1 and 2 are met in relation to EDB work.

3.3. **The aims of the CSP.** The fundamental aims of the CSP are described in the Royal Charter which sets out the business of the Society. These aims are translated into the current work of the Society through our mission and vision statements. The CSP strategy describes the work the Society does to meet that mission and vision.

Our mission for the CSP

To transform the health and wellbeing of individuals and communities by empowering our members and exerting our influence.

Our vision for physiotherapy

To transform lives, maximise independence and empower populations.

4. Distinguished Service Award categories

4.1. There are six categories of DSA award, and you should indicate within the submission which category you are applying/nominating within.

| | |
|-------------------|---|
| Category 1 | Distinguished service to the CSP as a whole: <ul style="list-style-type: none">• as a member of Council and/or committee(s)• working in another voluntary capacity within the CSP• assisting in the development of Society policy/activity• active liaison with other professional and allied organisations. |
| Category 2 | Distinguished service to the Regional Networks and Country Boards structure: <ul style="list-style-type: none">• As an officer or member of a Regional Network or Country Board• At local and/or national level. |
| Category 3 | Distinguished service to a CSP Professional Network or Alliance, for example: <ul style="list-style-type: none">• As an officer or member of a recognised CSP Professional Network or Alliance• Developing activities in a particular area of the work of a Professional Network or Alliance. |
| Category 4 | Distinguished service within a defined pillar of physiotherapy practice <ul style="list-style-type: none">• Developing and taking forward innovative practice/management activities/educational/research ideas even if these may have been developed initially by others.• Evidence of dissemination of good practice and maintenance of standards by any appropriate channel. |
| Category 5 | Distinguished service in promoting the physiotherapy profession: <ul style="list-style-type: none">• Within the charitable/voluntary sector as an advocate/consultant• Involvement at national/local committee level• To the wider general public |

| | |
|-------------------|---|
| | <ul style="list-style-type: none"> • Within other professional and allied organisations |
| Category 6 | Open category <ul style="list-style-type: none"> • Any other reason specified by the applicant/ nominators |

5. Distinguished Service Awards and privileges.

5.1. There is no financial award. Award winners receive a Distinguished Service Award certificate. Awards are highlighted at a CSP official event which may be online or in person. The format may vary from year to year.

5.2. A Distinguished Service awardee is entitled to use the postnominal letters DSA(CSP).

6. Application/Nomination requirements.

7.1 In summary, the Panel needs to have the following information in order to consider an application/nomination:

- Personal details of applicant/nominee and contact details of **three** required CSP member referees/nominators.
- A service and excellence submission form
- The CV of the applicant/nominee.
- Three supporting statements, one from each referee/nominator.

7.2 The three member referee/nominators must be CSP Fellows (FCSP), CSP Members (MCSP) or CSP Associate members (all other members).

7. Completing a nomination checklist

| Part | Content | Checked (✓) | Submitted (✓) |
|---------------|--|-------------|---------------|
| Form 1 | Personal information and contact details of applicant/nominee and their three CSP member referees/nominators | | |
| Form 2 | Service and Excellence form | | |
| Form 3 | Applicant/nominee Curriculum Vitae (CV) | | |
| Form 4 | Supporting Statements x3 | | |
| Form 5 | EDB monitoring (<i>optional</i>) | | |

8. What makes a good application/nomination?

9.1 The most important thing is to provide **evidence** of **what** the applicant/nominee has done and **how** they have delivered outstanding service to the CSP and/or its members over a **sustained** period of time (>10 years). A good application/nomination also describes and evidences the **impact** that the applicant/nominee has made.

9.3 There is no right or wrong way to write a good application/nomination, but quality is always better than quantity. You want the Panel to remain interested and focused on what you are writing and see what is special about the applicant/nominee.

9.4 The Panel considers DSA candidates on the information provided to it, against the CSP's published criteria and scoring matrix. However, if the nomination is unsuccessful, clear feedback will be provided identifying the gaps in the application. You may nominate again the following year.

9.5 All applications/nominations will be checked for redaction before the application/nomination is presented to the Panel. This to ensure objectivity and impartiality. Please use the acronym "XX" and/or the phrase "the applicant/nominee" and/or use the pronoun 'they'/'their' when filling in the application/nomination. Applications/nominations that are received unredacted will be returned as **ineligible** and not considered until redactions are made.

9. What makes a good application/nomination in detail?

10.1 **Curriculum Vitae (CV):** This is used as the factual document to support the timeline/chronology of the applicant/nominee's contribution and gain a rapid overview of their career to date. The CV must be relevant to the category for which the nomination for a DSA is made. The CV must not be a narrative document and factual bullet points under headings are acceptable. We provide a template style to use if needed, however, you may submit the candidate's own CV if its structure and format broadly align with the template, and it only contains the required information. Do not include any personal information except the candidate's name, and do not include any information dating from school. The size limit for CV's is no longer than **6-sides of A4 paper**.

10.2 **Supporting Statements:** This is the most important part of the application for a DSA. The statements must set out the impact, outcome and results of the candidate's exceptional service. These statements provide the evidence used to judge the validity of the application/nomination, so make sure they address the award criteria. The three referees may wish to confer with each other to clarify the focus of each individual statement to avoid duplication and repetition with the statements as a whole. The three statements together should describe all aspects of the applicant/nominee's outstanding contribution.

10.3 Please ensure the statements

- Clearly describe the outstanding contribution and why the nomination is being made.
- Ensure that the outstanding contribution has been delivered over more than 10 years.
- Describe the outstanding contribution in order to provide context but focus mainly on the impact, outcome and results of the outstanding service.

10.4 The word count for each Supporting Statement is a maximum of **750 words per statement**.

10.5 **Part 5. EDB monitoring form.** This is optional and will be separated from the rest of the application/nomination forms and only by used the CSP Professional Awards Team to monitor our work in line with our 2023-27 strategy. The Panel will not see it.

11 Submission details

11.1 You must submit your application/nomination and its supporting attachments by e-mail to professionalawards@csp.org.uk with these words in the subject line:

“[APPLICANT/NOMINEES NAME] – [Application][Nomination] (select as appropriate) for Distinguished Service Award of CSP”.

11.2 Completed nominations must be submitted electronically as Word documents **only**. PDFs are not accepted. Postal nominations are **not** accepted.

12 Invalid submission criteria

12.1 The referees are not a member of the CSP.

12.2 Proof of the applicant/nominee’s current and continuous CSP membership of at least 10 years is not verified by the CSP Team (CSP member nomination only)

12.3 The compulsory application/nomination components are not provided.

12.4 The wordcount is exceeded in any section to which a word limit applies.

13 The decision-making process

13.1 You may apply for/nominate for a Distinguished Service Award at any time of the year. The Panel consider applications/nominations at two points during the year, usually March and July, and there are submission cut-off dates usually four weeks before each meeting.

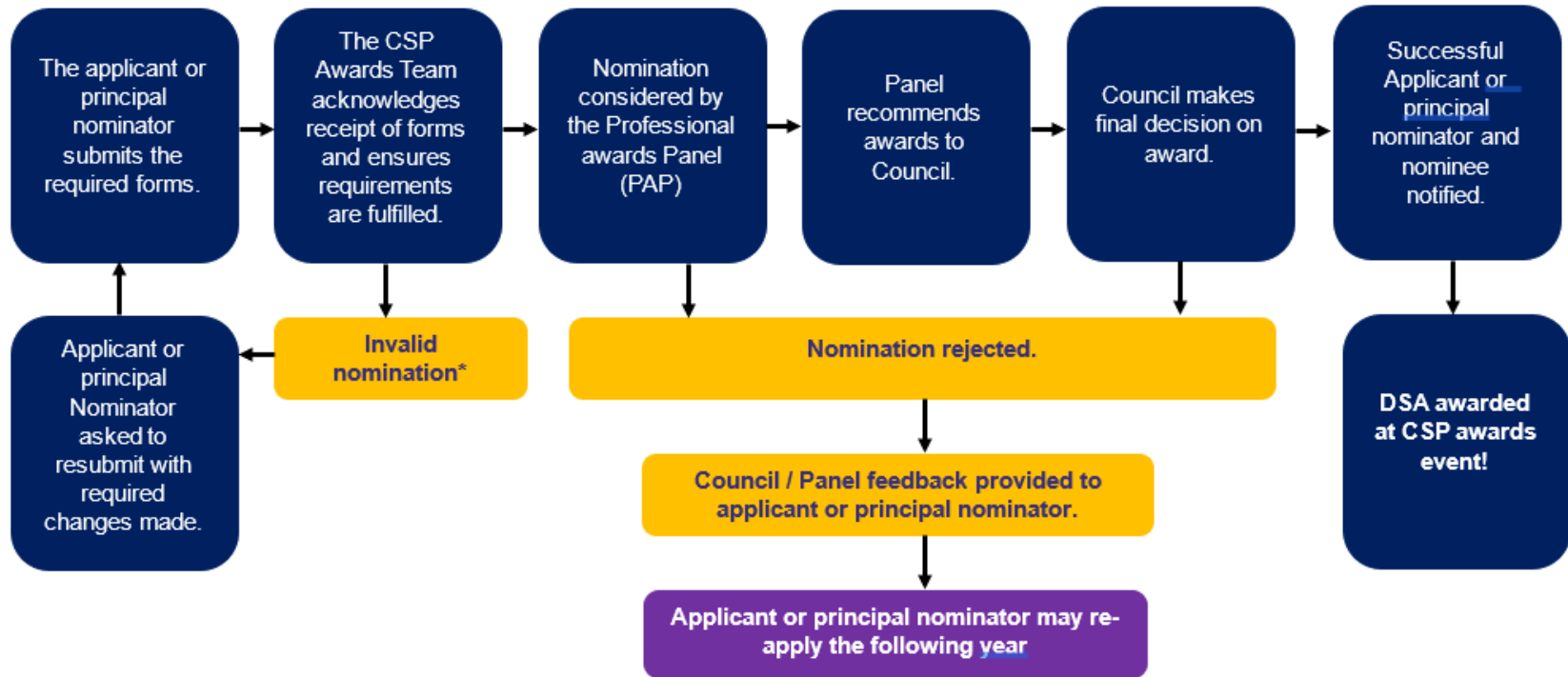
13.2 Current submission deadline dates are published on our awards [webpage](#)

14 Help and Guidance

14.1 If you experience or anticipate any barriers within the application/nomination process or require help to access information, please email professionalawards@csp.org.uk. Requesting advice, guidance and/or support will not affect the assessment of your application/nomination.

Appendix 1 – DSA Process

Figure 1. Flowchart – Process for DSA Nomination



| PROCESS | ACTIONS | TIMESCALE | BY WHOM |
|--|---|-----------------------------------|-----------------------|
| Application/ Nomination completed | Prepare and complete the application/ nomination paperwork. | Anytime nominations are open | Nominator/Applicant |
| Application / Nomination submitted | Submit to professionalawards@csp.org.uk | Anytime nominations are open | Nominator/Applicant |
| Application /Nomination received | The CSP Team receive and acknowledge applications/nominations. | Within 3 working days of receipt. | CSP Team |
| Application / Nomination prepared for Panel | Applications/nominations are checked for eligibility for award, submission criteria are met. Applications/nominations that don't meet criteria are rejected. Applications/nominations that are ineligible are returned for correction and will still be considered if resubmitted by the date requested. Forms are redacted to remove identifying data. EDB forms (if submitted) are separated and sent to HR. | By 3 weeks before Panel meeting | CSP Team |
| Application / Nominations and scoring criteria/matrix sent to Panel | Panel members should familiarize themselves with the applications/nominations and review the scoring criteria and scoring matrix. | 3 weeks before Panel meeting. | CSP Team Panel |
| Panel members score applications / nominations. | Each Panel member independently scores each application/nomination against criteria and score matrix. | Within 2 weeks | Panel |

| | | | |
|--|--|------------------------------------|---|
| Panel members submit scores to CSP Team and request any professional advice | Submit to professionalawards@csp.org.uk Set out the nature of any professional advice that is required and reasons. | 1 week before the Panel meeting | Panel |
| CSP Team prepare for Panel meeting | Panel scores combined to determine range and average scores. CSP Professional Adviser prepares advice requested but does not assist in scoring applications. | 1 week before the Panel meeting | CSP Team |
| Panel convenes | The Panel discusses and agrees the Panel score for each application/nomination. The meeting will be minuted. The agenda for the meeting will be as follows: <ul style="list-style-type: none"> • Chair opens the meeting. • Panel discuss each application/nomination and agree final score. • Panel agree feedback for each application/nomination. • Close meeting. Meeting minutes are circulated to all within 14 days of the meeting. The Panel will make a decision for each application/nomination of <ul style="list-style-type: none"> • Recommend to Council that a Distinguished Service Award is awarded • Reject the nomination for a DSA | In the Panel meeting | Panel Secretary to Panel CSP Team in attendance |
| Nominators /Applicants informed of outcome | The CSP Team will e-mail all applicants/nominators with the Panel outcome and feedback. | Within 7 days of the Panel meeting | CSP Team |

| | | | |
|---|--|---|---------------------------------|
| Citations prepared | Recommendations and citations are prepared for the successful applicants/nominees and submitted to Council. | | CSP Team Secretary to Panel |
| Council meets / written resolution | Council considers the recommendations and makes its decision. CSP Team informed. | In the meeting / by written resolution | Council Secretary to Panel |
| Fellowship awardees informed | The CSP Team will e-mail Distinguished Service awardees and nominators with the Council decision and invite awardees to a celebration event. | Within 7 days of the Council meeting/ Council approval | CSP Team |
| Awards conferred | Celebration of success. | Once annually – usually November. | Awardees CSP Team CSP CEO |

Appendix 2 - Distinguished Service Award Scoring Criteria

Criterion 1 - Evidence of outstanding service to the CSP and/or its members

| Scoring Criteria | 0 Unsatisfactory | 1 Poor | 2 Good | 3 Excellent |
|---|---|---|---|--|
| Submission Criteria | | | | |
| How has the candidate given outstanding service and how has this promoted the aims of the CSP and/or its members? /3 | The information required is omitted. OR The information provided does not demonstrate outstanding contribution and makes no link to the CSP aims. | The information provided gives limited detail of the activities that the candidate has been involved in and the link to CSP aims. <i>This means there is insufficient evidence to demonstrate the criteria has been met.</i> | The information provided enables the Panel to understand the work the candidate has been involved in, and how this links to CSP aims. | The information provided gives a clear description of the activities that the candidate has been involved in, how this links to the CSP aims and objective evidence is provided within the supporting statements that supports this. |

Criterion 2 - Evidence of excellence within their field

| Scoring Criteria | 0 Unsatisfactory | 1 Poor | 2 Good | 3 Excellent |
|--|--|--|---|---|
| Submission Criteria | | | | |
| What has been the impact, outcome and results of the candidate's work on the CSP and/or its members? | The information required is omitted. OR The information provided does not demonstrate a contribution over a period of at least 10 years. | There is poor evidence that demonstrates the candidate has had an impact on the CSP and/or its members. There is poor evidence that the candidates work has | There is good evidence that demonstrates the candidate has had an impact on the CSP and/or its members. There is good evidence that the outcomes and results described are attributable to the nominee's work. | There is excellent evidence that demonstrates the candidate has had an impact on the CSP and/or its members. There is excellent evidence that the outcomes and results described set the |

| | | | | |
|----|--|--|--|--|
| /3 | | <p>yielded relevant outcomes and results.</p> <p><i>This means there is insufficient evidence the demonstrate the criteria has been met.</i></p> | | <p>candidate apart from other members.</p> |
|----|--|--|--|--|

DSA scoring results: 00 – 03 = Nomination rejected 04-06 = Nomination recommended to Council

Notes:

1. Score in whole numbers only. Do not score ½ or any other fractional/decimal score.
2. The criteria descriptors should be interpreted broadly. The words “and/or” should be read as meaning that alternatives of equal value exist.
3. The four pillars of the profession are clinical, education, research and leadership/management. They are of equal value and merit.
4. Applications/Nominations do not have to demonstrate each score criteria across all four pillars of the profession. It is wholly acceptable for an application/nomination to be based in only one pillar of practice, or any combination of pillars of practice.
5. The time period of 10-years’ contribution applies to the application/nomination when considered as a whole in its entirety. It does not need to be applied to each criterion individually. It can apply to any period within an applicant/ nominee’s career, not just at the end of a career.