



HEALTH  
EDUCATION  
& TRAINING

# FELLOW OF THE HEALTH EDUCATION AND TRAINING INSTITUTE

The Fellow of Health Education and Training Institute (HETI) recognises the expertise and valuable contribution made to HETI by an individual. Appointment as a Fellow represents the highest recognition given by HETI. Through these appointments, HETI aims to acknowledge and maintain meaningful connections with professionals and eminent individuals who can provide valuable and contemporary input into HETI's core disciplines.

# POLICY FOR APPOINTMENT OF FELLOW OF THE HEALTH EDUCATION AND TRAINING INSTITUTE

## 1. PURPOSE

The *Fellow of the Health Education and Training Institute* recognises, in a formal way, suitably qualified and experienced individuals who have a close association with, and make an ongoing contribution to, the activities of the Health Education and Training Institute (HETI) in a largely honorary capacity.

Appointment as a Fellow may also recognise significant academic and/or professional achievements in industry and/or the community-at-large that are of relevance to HETI's core disciplines.

Appointment as a Fellow represents the highest recognition given by HETI. Through these appointments, HETI aims to acknowledge and maintain meaningful connections with professionals and eminent individuals who can provide valuable and contemporary input into HETI's core disciplines.

This policy outlines the criteria, process and terms of appointment as a Fellow. This policy operates independently of any procedure for the appointment of sessional and/or ongoing affiliated academics.

## 2. DESIGNATION

Appointees may use the designation "Fellow of the Health Education and Training Institute" or "HETI Fellow" in short-form.

## 3. ELIGIBILITY

Current HETI employees are not eligible for appointment. Should an existing Fellow become an employee, he/she may retain the appointment provided no conflict of interest arises between the role of Fellow and the individual's employment at HETI.

## 4. CRITERIA FOR APPOINTMENT

Suitably qualified and experienced individuals who have a close association with, and make an ongoing contribution to, the activities of HETI in a largely honorary capacity may be appointed.

Eminent individuals with significant accomplishments in fields related to HETI's core disciplines, and who are of high standing in their profession and/or the community-at-large, may also be appointed.

## 5. PROCESS FOR APPOINTMENT

Appointments are made at the discretion of the Chief Executive, HETI. The Chief Executive may consult relevant individuals internal and external to HETI when considering any nomination to appoint. All appointees must comply with Ministry of Health policies and, where relevant, medical practitioner registration requirements.

Individuals may be nominated for appointment in one of two ways:

### (i) Nomination by a senior member of HETI

Nominations for appointment may be submitted by a senior member of HETI for the Chief Executive's consideration. For the purpose of this policy, a *senior member of HETI* includes:

- A member of the HETI Executive Team;
- A member of the HETI Higher Education Governing Council; or
- A member of the HETI Higher Education Academic Board.

### (ii) Self-nomination

Suitably qualified and experienced individuals who fit the *Criteria for appointment* (per section 4 of this policy) may submit a self-nomination.

Nominations must be submitted by using the approved nomination form. All nominations require the following information:

- a) A detailed description of how the candidate is suitably qualified and experienced in relation to one or more of HETI's core disciplines  
and/or  
A detailed description of the candidate's achievements and standing as relevant to HETI's core disciplines
- b) A brief history of the candidate's involvement with HETI (if any)
- c) Outline how the appointment will benefit HETI, including opportunities for the candidate to contribute to HETI's work
- d) Names and contact details of two (2) referees who can be consulted in relation to the nomination

**In addition**, self-nominations require:

- e) A supporting statement from a *senior member of HETI* (as defined in section 5(i))
- f) The candidate's full curriculum vitae

## 6. TERM OF APPOINTMENT

Fellows are appointed for a term of 36 months. Appointments may be renewed subject to eligibility criteria (as defined in section 3) continuing to be met. Renewal is at the discretion of the Chief Executive.

HETI reserves the right to review and terminate an appointment where a Fellow:

- a) Has engaged in behaviour contrary to the NSW Health Code of Conduct; and/or
- b) Undertakes activities that represent a conflict of interest or are otherwise significantly detrimental to the interests of HETI.

## 7. REMUNERATION

Appointment as a Fellow attracts no remuneration.

# NOMINATION FOR FELLOW OF THE HEALTH EDUCATION AND TRAINING INSTITUTE



PRIOR TO SUBMITTING A NOMINATION, PLEASE FAMILIARISE YOURSELF WITH THE *POLICY FOR APPOINTMENT OF FELLOW OF THE HEALTH EDUCATION AND TRAINING INSTITUTE (HETI FELLOW POLICY)*.

TO LODGE YOUR NOMINATION OR FOR ANY QUERIES,  
PLEASE EMAIL [HETI-CEOFFICE@HEALTH.NSW.GOV.AU](mailto:HETI-CEOFFICE@HEALTH.NSW.GOV.AU)

## IS THIS A HETI NOMINATION OR SELF-NOMINATION?

*A HETI nomination can only be made by a 'senior member' as defined in section 5(i) of the HETI Fellow Policy. Self-nomination can be made by any individual.*

Please select

## NOMINATOR DETAILS

Name:

Position/Organisation:

Contact phone number:

Email address:

## NOMINEE DETAILS

Self-nomination - same as nominator details (*please tick*) ☐

Name:

Position/Organisation:

Contact phone number:

Email address:

## ADDRESSING THE CRITERIA FOR APPOINTMENT

The following information is required in support of the nomination.

- a) A detailed description of how the nominee is suitably qualified and experienced in relation to one or more of HETI's core disciplines; *and/or*

A detailed description of the nominee's achievements and standing as relevant to HETI's core disciplines - *[max. 1000 words]*

- b) A brief history of the nominee's involvement with HETI (if any) – *[max. 300 words]*

- c) Outline how the appointment will benefit HETI, including opportunities for the nominee to contribute to HETI's work – *[max. 300 words]*

## REFEREE DETAILS

Please provide details of two (2) professional referees who can be consulted in relation to this nomination.

Referee 1	Referee 2
<b>Name</b>	
<b>Position/Organisation</b>	
<b>Contact phone number</b>	
<b>Email address</b>	
<b>Relationship to nominee</b>	

## ADDITIONAL INFORMATION REQUIRED FOR SELF-NOMINATIONS ONLY

If this is a self-nomination, please attach:

- A supporting statement from a *senior member of HETI* [as defined in section 5(i) of the HETI Fellow Policy]; and
- A copy of your full curriculum vitae

## DECLARATION

By signing below, I certify all information provided is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of nominator  
(Electronic signature accepted)

\_\_\_\_\_  
Date

## CHECKLIST

- ☐ You have read and fully understand the [HETI Fellow Policy](#)
- ☐ Completed and signed this nomination form
- ☐ Checked that your statements addressing Criteria for Appointment conform to the word limit

**If this is a self-nomination, you have attached:**

- ☐ A supporting statement from a *senior member of HETI*
- ☐ A copy of your full curriculum vitae

Please send your completed nomination to [heti-ceoffice@health.nsw.gov.au](mailto:heti-ceoffice@health.nsw.gov.au)

It will be assessed by the Chief Executive, HETI. Please note this process may take up to two (2) months. You will be notified of the outcome by email.



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