



European Academy
of Optometry and Optics

Fellowship

European Academy of Optometry and Optics

**Application
Guidelines**

August 2019

Contents

- Application Guidelines..... 1
- What is Fellowship?..... 3
- Fellowship Categories..... 3
 - Detailed requirements regarding the point system 5
- Referees..... 7
- Submission, fees and payment..... 7
 - Submission..... 7
 - Fees..... 7
 - Payment..... 7
- Process and Timeline 2019/2020 8
- Preparing and submitting your application..... 8
 - Register your interest..... 8
 - Mentors and case study feedback..... 8
 - Registration Form 8
 - Submission Form 8
 - Section S1: Fellowship Categories 8
 - Section S2: Personal Statement 9
 - Section S3: Submission 9
 - Section S4: Supporting evidence 9
 - Section S5: Referee List 10
 - Submitting your application 11
- Assessment of your application 11
 - Independent Assessors..... 11
 - Criteria for assessment..... 11
 - Criteria for assessment of the Case studies 11
 - Assessment by the Fellowship working group and interview panel 12
- Appendix..... 13
- Guidelines for Case studies 13
 - Reason/Purpose 13
 - How to build the Case Study 13

What is Fellowship?

The Academy's Fellowship programme awards individual members of the Academy who have made a significant contribution to optometry, optics or vision science at a local, national and/or international level. **You must be an Academy member to apply for Fellowship** (for at least the year before the Fellowship interview).

The Academy awards Fellowship to members who have shown excellence and/or innovation in one or more of the Fellowship categories. Fellowship is a mark of achievement to which all members of the Academy can aspire. The Academy's Fellowship application process is by a portfolio of evidence to demonstrate your achievements. It is intended to be supportive and enable Academy members from diverse backgrounds to aim for recognition by their peers. The portfolio may reflect your past and/or current roles and activities.

Being accepted as a Fellow of the Academy entitles you to use the letters FEAOO after your name, and you will be expected to be an active member and ambassador of the Academy

Fellowship Categories

There are four categories for Fellowship. You may apply in one or two of the following four categories:

1. Clinical practice

This category applies to you if you have made a significant contribution to clinical practice and/or technical innovation on a national and/or international level. You may have shared your experience as a presenter at national/international optometric/optical conferences and/or have published in peer-reviewed journals.

2. Research (optics, optometry, vision science)

This category applies to you if you have made a significant contribution to research and/or technical innovation, which has impact on a national and/or international level. You have presented your work at national and/or international conferences and you have published in peer-reviewed journals.

3. Education (optics, optometry, vision science)

This category applies to you if you have made a significant contribution to optometric/optical education, by for example improving your national level, designing an innovative training programme, supervising successful PhD students in visual science. You have presented at national and/or international conferences, published in peer-reviewed journals and may well be an author or significant contributor to significant textbooks used in optometric/optical education.

4. Professional advancement and/or management of visual healthcare

This category applies to you if you have made a significant contribution to the professional advancement and/or management of visual healthcare. You have made an impact on government policy and/or are a chairman (or have a major role) of an optometric or optical committee deciding on optometric/optical policy and/or are a president of a national/international optometric/optical body. You may be a specialist adviser to optometrists/opticians. Your work has made an important contribution to the standards of eye care (locally, nationally

or internationally). You may have been involved in public communication via newspapers, magazines, radio and television.

Collect at least 50 points for the category you apply for according to the requirements in **Table 1**. If you apply in two categories, you need at least a total of 80 points (40+40). See below for detailed requirements regarding the point system. More details about the submission will be found under the heading: Submission Form.

Requirement option	Clinical Practice	Research	Education	Professional advancement / management of visual healthcare
Case studies (10 points each)	Yes	No	No	No
Poster (10 points each)	Yes	Yes	Yes	Yes
Presentation (10 points each)	Yes	Yes	Yes	Yes
Workshop during EAOO conference (10 points)	Yes	Yes	Yes	Yes
Paper Publication (clinical or research) (10 points each)	Yes	Yes	Yes	Yes
Book (20 points each) Book chapter (10 points)	Yes	Yes	Yes	Yes
Higher degree/qualification (10 points each)	Yes	Yes	Yes	Yes
Editorship or membership of the editorial board of eye care journal (peer-reviewed; 10 points)	Yes	Yes	Yes	Yes
Significant contribution to practice-based research (10 points)	Yes	Yes	No	No
Significant contribution to education (10 points)	Yes	No	Yes	No
Specialist adviser to optometrists/opticians/organisations (10 points)	Yes	Yes	Yes	Yes
Impact on government policy (20 points)	No	No	No	Yes
Presidency of national or optometric/optic body (20 points)	No	No	No	Yes

Table 1: Requirement options for the different fellowship categories

Detailed requirements regarding the point system

All candidates must provide proof of the presented evidence. For presentations, you should submit your poster/presentation slides. The assessors will review all parts of the evidence, and it is under their discretion to consider the strength of the evidence. A summary of the work is required for all categories and is not given any points.

Clinical Practice Candidates

1. At least two case studies must be submitted. The cases must be less than three years old and should demonstrate a range in clinical experience. Cases previously submitted for other organisations or previous degrees (such as a Master programme) cannot be used for this application. It is recommended that each Case Study is submitted as a typed presentation of between 1500 and 3000 words (per case) outlining the details of the case. Each Case Study should be accompanied by the relevant documentation, e.g. letters/emails, reports, results, photographs etc. In addition, copies of anonymised patient records covering the duration of the case should be included. See Guidelines for Case studies for more information.
2. Conference presentations could include posters, national / international oral presentations, discussion workshops and skills workshops, of which at least one is required to have been delivered at EAEO Conference in the past five years and the applicant is required to have been first author.
3. Book chapter / book related to the optometric / optical profession needs to be less than 10 years old
4. Higher degree/qualification including clinical master degree as well as the independent prescriber status in the UK. Fellowship from any other organisation are not eligible, with the exception of the diplomate status of the American Academy of Optometry.
5. Published papers should be less than 5 years old and published in peer-reviewed clinical / research / professional journals.
6. Editorship or membership of the editorial board of an eye care journal, which includes peer-reviewed research papers.
7. Significant contribution to practice based research that has led to changes in procedures, policies within the practice environment.
8. Significant contribution to education as a sustained engagement as a tutor or lecturer in an educational establishment.
9. Specialist adviser to optometrists/opticians/organisations includes national / international professional regulatory and advisory bodies.

Research Candidates (Scientific Candidates)

1. Conference presentations could include posters, oral presentations and workshops. Workshops require to have been delivered at EAEO Conference in the past five years and the applicant is required to have been first author. For other presentations the applicant must have had a significant role.
2. Book chapter / book related to the optometric / optical profession needs to be less than 5 years old.
3. Higher degree/qualification includes research based master and doctoral degrees (MPhil/PhD), as well as the independent prescriber status in the UK. Fellowship from any other

organisation are not eligible, with the exception of the diplomate status of the American Academy of Optometry.

4. Published papers should be less than 3 years old and published in scientific peer-reviewed journals. A maximum of three papers in which the applicant must have been a first or second author can be submitted.
5. Editorship or membership of the editorial board of an eye care journal, which includes peer-reviewed research papers.
6. A significant contribution to practice-based research which has had a significant impact locally, nationally or internationally.
7. Significant contribution to practice based research that has lead to changes in procedures, policies within the practice environment.
8. Specialist adviser to optometrists/opticians/organisations includes national / international professional regulatory and advisory bodies.

Education Candidates

1. Conference presentations could include posters, oral presentations, discussion workshops and skills workshops. Workshops require to have been delivered at EAEO Conference in the past five years and the applicant is required to have been first author. For other presentations the applicant must have had a significant role.
2. Book chapter / book related to the optometric / optical profession needs to be less than 5 years old
3. Higher degree/qualification includes clinical/research/teaching master and doctoral degrees as well as the independent prescriber status in the UK. Fellowship from any other organisation are not eligible, with the exception of the diplomate status of the American Academy of Optometry.
4. Published papers should be less than 5 years old and published in peer-reviewed journals. A maximum of three papers in which the applicant must have been a first or second author can be submitted.
5. Editorship or membership of the editorial board of an eye care journal, which includes peer-reviewed research papers.
6. Significant contribution to education could include, but are not limited to, contribution to structuring or significantly restructuring courses/study programmes, and/or implementing these changes, implementing new teaching methods, leading a department or study programme, and excellence in teaching and or supervision.
7. Specialist adviser to optometrists/opticians/organisations includes national / international professional regulatory and advisory bodies.

Professional advancement and/or management of visual healthcare Candidates

1. Conference presentations could include posters, oral presentations and discussion workshops. Workshops require to have been delivered at EAEO Conference in the past five years and the applicant is required to have been first author. For other presentations the applicant must have had a significant role. Conference presentations at an international or national level on professional advancements / management of visual healthcare could be included.
2. Book chapter / book related to the optometric / optical profession needs to be less than 10 years old

3. Higher degree/qualification includes an MBA/PhD degree, specialist qualification or other master degree in business or administration, which you have used to influence the management of optometric or optical practice.
4. Published papers should be less than 5 years old and published in peer-reviewed journals. A maximum of three papers in which the applicant must have been a first or second author can be submitted.
5. Editorship or membership of the editorial board of an eye care journal, which includes peer-reviewed research papers.
6. Specialist adviser to optometrists/opticians/organisations includes national / international professional regulatory and advisory bodies.

Referees

Referees are required to verify and authenticate your evidence. A minimum of two referees is required, and these should be contacted by you prior to application. At least one referee must be a member of the Academy, and referees must be familiar with the work being presented within the application categories. Your referee must not be a member of the Academy's board of trustees or Education committee, or the Academy manager.

If necessary, you may be required to present additional references or your referees may be contacted for additional information. For more additional information see page 9 and 10.

Submission, fees and payment

Submission

Submission is made electronically, and all applications must be in English. The Registration Form, Submission Form and your CV must be presented using Arial font, 11 pt. and must not exceed the number of words/pages stated. A new website is under construction, and the Academy aims to make all parts of the submission electronic nearer the time of the submission. In the mean time you should familiarise yourself with the available documents, so that you know which info is required well in advance. The documents are in the format of forms in a PDF format and would require Acrobat program to complete them.

Fees

The fees for Fellowship are a one-off payment of €250. The fee is payable at the time of submitting the Application (once you have submitted the complete set of paperwork, you will be sent an invoice to make the payment, please note that the application will not be forwarded to the assessors until the payment has been made). All fees are non-refundable. Any fee paid is valid for three years, if unable to submit or attend the interview. Thereafter, you will be required to submit a new application. Fees cover the administration costs of running the Fellowship Programme.

Payment

Payment is made via an invoicing system currently.

Process and Timeline 2019/2020

Process	Action	Deadline
Preparation	Expression of interest via website/e-mail (preferable)	open
	Submission of sample case study (non-compulsory)	31. October 2019
Submission	Submission of documents	06. December 2019
	Fee payment	27. December 2019
Payment of fees	Invitation for the interview	28. February 2020
Interview	Interview dates	14-18. May 2020

Preparing and submitting your application

Register your interest

Members interested in submitting an application are asked to register their interest so we can adequately prepare for assessment and interviews.

Mentors and case study feedback

If you wish to discuss your application with one of the Academy's Fellows, please contact the Academy Manager. If you are an applicant in the Clinical Practice Category, you may submit a sample case study to which you will receive feedback within four weeks.

Registration Form

The registration form will provide us with all your contact details and declarations accepting the terms of Fellowship. It is kept on file by the Academy and is not provided to any assessors. We require you to provide a short biography and current photo that we can use in Academy publicity should you be successfully awarded Fellowship.

Submission Form

There are five sections on this form and you are required to complete all sections.

Section S1: Fellowship Categories

You are asked to tick the boxes of your chosen categories, and you may select one or two of these. If you wish to select one category plus the Clinical Practice, you need to submit at least two case studies, which is less than three years old. Consult the point system for what evidence may be submitted for each category.

Section S2: Personal Statement

You are asked to tell us why you think you deserve to be awarded Academy Fellowship and/or your reasons for applying. This is an opportunity for the assessors and members of the Fellowship Panel to get to know you and understand how awarding you can also benefit the Academy.

- Your statement must be a maximum of 300-500 words.
- Please ensure you use Arial 11 pt font and margins of no less than 2 cm

Section S3: Submission

This section allows you to present your evidence and make your case for the Academy to award you Fellowship. If you are applying in the Clinical Practice category please see the Guidelines on writing case studies in A. For all categories:

- Your submission should be between 1000 and 3000 words (exclusive case studies).
- For all categories, the assessors are looking for your own reflection of your work, meaning your thoughts on how you think your achievements have impacted on the optometric/optic profession and yourself on a professional or personal level.
- Please ensure you use Arial 11 pt font and margins of no less than 2 cm

Some guidelines that may help you when completing your submission form

1. You may draw on achievements from throughout your career that demonstrate your achievements under each of your chosen categories.
2. Your evidence can demonstrate one outstanding achievement in a specialist field or, it can show several contributions made in a number of fields over an extended period.
3. You should explain how your achievements have made a difference by:
 - giving concrete examples as evidence of your achievements;
 - analysing the impact, or potential impact, of your achievements on the practice of optometry or optics;
 - reflecting on what you have learned from your achievements and the difference this has made to your own work, and
 - explaining how your work was disseminated so that it achieved an influence on the practice of optics, optometry or vision sciences at a local, national or international level.
4. You should remember that the assessors are looking for a strong analysis from you on the impact of your work and your reflection on what you have learned from your achievements. Your analysis and reflection will be crucial to the success of your application. This analysis could be something that has happened, or could potentially happen.
5. If there is one principal piece of evidence that applies to two of your chosen Fellowship categories, choose ONE category in which to place the piece of evidence and make reference to it in the other category when explaining the impact it had on this area. Do not repeat the evidence in the other category.

Section S4: Supporting evidence

For all categories you must submit a list of supporting documents to be used as evidence to support your submission.

1. Your list must be numbered and must be no more than 2 pages long.

2. Please ensure you use Arial 11 pt font and margins of no less than 2 cm
3. If you are applying in the Clinical Practice category, your case studies must be submitted as supporting evidence.

You will be expected to submit the documents via the Academy's web page. Please provide an electronic copy of the documents to your referees. It is expected that your referees will have a good knowledge of your work and your evidence, however they are entitled to request sightings of your work in order to provide your reference. You may be asked to bring hard copies of these documents to your interview with the Academy's Fellowship Panel or for quality assurance purposes.

Section S5: Referee List

You must submit a **minimum** of two referees to support your application. If necessary, you may need to provide additional references. The Academy will from time to time audit the Fellowship applications and the referee declarations.

Some guidelines that may help you when choosing your referees

1. What is the role of the referee?
 - Referees must verify the evidence you are submitting with your Fellowship application to ensure it is authentic and credible.
 - It is important that you invite a referee who is of credible standing in one or both of your chosen categories.
2. What do they need to do?
 - They must check your statement and supporting documents, plus all case studies submitted.
 - They must complete the Referee Form and send it directly to the Academy by the submission deadline. They are not required to send you a copy of the form.
3. Who can be a referee?
 - At least one referee must be a member of the Academy.
 - Referees may include Members or Fellows of relevant professional bodies, for example those related to optometry, optics, medicine or the optical industry.
 - Referees must be of sufficient standing to be able to attest to the accuracy of your evidence and confirm that they know of no reason why you should not be considered for Fellowship.
4. Who cannot be a referee?
 - Members of the Academy's Board of Trustees or the Education Committee
 - The Academy Manager
 - An individual directly related to the applicant through marriage or family (e.g. parent, spouse, siblings, children)
5. How to contact them
 - You are responsible for making contact with your referees.
 - You must fill out section one of the Referee Form (document 4) and send this with a copy of your Submission (document 3) and copies of your evidence to your referees.

Submitting your application

Checklist for submission of your application:

- You have completed all sections of the registration form
- You have prepared your CV to attach to your application
- You have prepared your recent photo to attach to your submission
- You have completed your submission form
- You have provided the details of the required number of referees on your submission form
- You have personally contacted your referees and sent them the Referee Form (3) and a copy of your Submission (2) and relevant evidence documents to validate
- You have ensured you are available to attend an interview at the annual conference
- You have paid your fees. Full payment is required before your application can be assessed.

Assessment of your application

Independent Assessors

Three independent assessors are invited by the Academy to review your application, and will evaluate your application against a number of criteria. After considering the application, the assessors may discuss with the Academy Manager if they wish to clarify any issues.

Assessors are required to be members of the Academy, but must not be Trustees of the Board, members of the Education committee or the Academy manager.

Criteria for assessment

1. The achievement
2. Impact, or potential impact, of the achievement on the practice of optometry or optics
3. Your reflection on what you have learned from your achievements and the difference this has made to your own work
4. The type of supporting evidence and the value it adds
5. Extent of the dissemination of the achievement in terms of its influence on the practice of optometry or optics, locally, nationally or internationally

Criteria for assessment of the Case studies

(please see the Guidelines for Case studies for details)

1. A clear statement of the clinical situation
2. All investigations, treatment/management, evaluations and rationale behind the decisions using the **SOAPE** Format: **Subjective** (patient history and experienced problems), **Objective** (examination results), **Assessment** (diagnosis and decision), **Plan** (treatment plan and follow-up), **Education** (advice to the patient)

3. Diagnoses, treatment decisions, prognosis and future management options should be discussed based on contemporary evidence based papers.

Assessment by the Fellowship working group and interview panel

The fellowship working group will review the recommendations made by the assessors (recommend, borderline or do not support for Fellowship), and make a decision to whether the candidate should be called to interview by a panel at the Academy's annual conference. We will advise you if you are required to bring additional material for the interview.

At the interview, the panel will discuss your application with you, and you will be advised at the interview or shortly thereafter, if you have been awarded Fellowship.

A Fellowship presentation will take place at the opening ceremony at the annual Academy conference where Fellows will receive their certificates.

Applicants who are unable to attend the interviews will not be considered for Fellowship until a time that they are able to attend the next conference of face-to-face interviews within the next two years.

Appendix

Guidelines for Case studies

Case studies of your choice less than three years old can be submitted. Cases previously submitted for other organisations cannot be used for this application. It is recommended that each Case Study is submitted as a typed presentation of between 1500 and 3000 words (per case) outlining the details of the case. Each Case Study should be accompanied by the relevant documentation, e.g. letters/emails, reports, results, photographs etc. In addition, copies of the original (anonymised) patient records covering the duration of the case should be included.

All complete copies should be identical in format with documentation in the same order.

Reason/Purpose

The written Case Studies are for you to demonstrate to the European Academy how your knowledge, technical skills and professionalism have been exercised in the care that your patient has received.

How to build the Case Study

The general presentation should be consistent for each Case and conform to the following requirements:

1. A wide representation of conditions/patients should be selected
2. Clear writing with indexing and a summary
3. All information with appropriate dates i.e. examination, referrals
4. Sequence of case history to be presented in chronological (date) order
5. Ensure patient anonymity
6. Key to abbreviations used
7. Relevant supporting documentation
8. Each sheet to have the Case number and the applicants EAEO member number
9. Any copied documentation should be of good quality
10. All writing and case content must be your original work and must be verified by your work colleague (see 'Referee Form').

The content of the Case Study must include evidence presented together with:

1. A clear statement of the clinical situation
2. All investigations, treatment/management, evaluations and rationale behind the decisions using the **SOAPE** Format: **Subjective** (patient history and experienced problems), **Objective** (examination results), **Assessment** (diagnosis and decision), **Plan** (treatment plan and follow-up), **Education** (advice to the patient)
3. Relevant history, findings and their significance
4. Diagnosis and treatment decisions
5. Appropriate follow-up appointments

6. Prognosis and future management options where appropriate. It may be necessary to justify this during the interview at the conference.
7. Diagnoses, treatment decisions, prognosis and future management options should be discussed based on contemporary evidence based papers.

The general layout of each Case Study should be as follows:

1. Title page
 - Case Report #
 - Case Report Title
 - Candidate's initials and EAOO membership number
 - Abstract/Summary
 - Keywords Definitions
2. Introduction
 - The introduction section should provide the subject, purpose, and value of the case report.
3. Presentation of case
 - first visit with exam following Subjective, Objective, Assessment, Plan, Education (SOAPE)
 - followed by follow-up visits all written according to the SOAPE format
 - The case presentation should describe the case in chronological order and in enough detail for the reader to comprehend the testing and treatment.
4. Discussion
 - The discussion should summarize and interpret the key findings of the case report, and make recommendations.
5. Conclusion
 - A concise statement of the lesson to be learned from the case
6. List of references (references should also be given in the text with a number or by giving the name of the author and year of publication)
7. The footer of each page should contain the page number in the format "Page 1 of 8", Case number and the applicant's initials and EAOO membership number.