

<b>1.0</b>	<b>POLICY TITLE</b>	<b>AWARDS OF COUNCIL</b>
<b>1.1</b>	<b>Policy number:</b>	<b>CO-O-035.4</b>
<b>1.2</b>	<b>Category:</b>	<b>Organisational</b>
<b>1.3</b>	<b>Approval date:</b>	<b>February 2012</b>
<b>1.4</b>	<b>Revision due date:</b>	<b>February 2015</b>
<b>1.5</b>	<b>Unit responsible</b>	<b>Office of the President and CEO</b>

## **2.0 POLICY DECLARATION**

This policy establishes the terms of reference for the Awards Committee of Council, and the rules and administrative procedures relating to the nomination and awards process for College awards.

**This policy is approved by Council and authorised by the CEO.**

## **3.0 BACKGROUND**

As a membership-based organisation, the Royal Australian College of General Practitioners is committed to ensuring the provision of the highest standard of primary health care in the community. Accordingly, the College chooses to recognise the various achievements of its members in fulfilling the aims of the College through the annual awards process.

The Awards Committee of Council was established by Council to develop and monitor the key selection criteria for College awards, to review all nominations and submit recommended award recipients for endorsement by Council.

The scope of activities of the Committee includes:

- (a) Definition and modification of the selection criteria for all College awards, as directed by Council;
- (b) Administration of the annual awards process for all College awards; and,
- (c) Selection of award recipients for endorsement by Council.

Council is responsible for the content, development and review of these regulations, while the Awards Committee oversees implementation of these regulations.

### **3.1 Objectives**

The objectives of the Awards Committee are:

- (a) To support the work of College members by recognising individual and practice-based achievements, and their contribution in furthering the aims of the College.
- (b) To administer the nomination and awards process for College awards on behalf of Council
- (c) To promote both professional and community awareness of primary health care issues through acknowledging the work of College members in the field of general practice.

### **3.2 Aims**

The aims of the Awards Committee are to administer the nomination and review process for the following College awards:

- The Rose-Hunt Award
- Life Fellowship
- Honorary Fellowship
- Honorary Membership
- General Practitioner of the Year

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- General Practice Supervisor of the Year
- General Practice Registrar of the Year
- Practice of the Year

Any other awards instituted by Council and allocated to the Awards Committee. Some College awards are administered and considered by other College bodies, other than the Awards committee e.g.: The National Rural Faculty Brian Williams Award, amongst others.

## **4.0 TERMS OF REFERENCE FOR THE AWARDS COMMITTEE OF COUNCIL**

### **4.1 Duties and responsibilities**

The Awards Committee is responsible for ensuring that those nominated for receipt of College awards satisfy the nomination criteria.

The Awards Committee has a duty to ensure that recommendations made to Council relating to College awards conform to the rules for those awards.

The Committee shall adhere to the nomination procedures for College awards as set out in Section 5 of this policy.

The Awards Committee members acknowledge that they are privy to confidential and sensitive information and deliberations and shall not make public comments in regards the awards, the outcomes and decisions of the committee or the deliberations of the committee.

### **4.2 Powers**

The Awards Committee will have the power to make recommendations to Council on the recipients of College awards.

### **4.3 Composition and size**

The membership of the Committee shall include the current:

- (a) Chair of Council
- (b) President
- (c) Censor in Chief
- (d) Two Fellows of the College whose membership of the Committee was approved by Council

### **4.4 Tenure and method of appointment**

All members shall serve on the Committee in their respective capacity until such time as their term of tenure on Council has ceased or for a period of two years if non ex officio members.

### **4.5 Meetings**

The Awards Committee will meet at least annually, either face-to-face or via teleconference.

The Chief Executive Officer, or Delegate may attend.

Any member of the committee may request that any ballot required to be conducted under these terms of reference be conducted as a secret ballot and the chair of the committee shall grant this request.

#### **4.5.1 Quorum**

A quorum for a Committee meeting shall consist of a voting majority of the current members of the Committee.

### **4.6 Chair**

The Chair of Council shall be Chair of the Awards Committee.

#### **4.7 Accountability**

The Awards Committee will report to the Council on its adherence to the rules and nomination criteria relating to College awards.

The proceedings of meetings will be recorded in minutes.

##### **4.7.1 Reporting structures**

The recommendations of the Awards Committee will be made to Council via the President's Report.

#### **4.8 Relationship to Strategic Objectives**

The Awards Committee will contribute to the following College strategic objectives:

- Promoting quality general practice
- equitable access throughout Australia to quality general practice
- forward thinking College, leading and advocating continuous improvement through clinical, education and e-health advances
- welcoming, collegiate environment delivering exceptional value to all members

#### **4.9 Timelines/Outputs**

The Awards Committee will make its final report to Council, containing recommendations, by the first business day of August in each calendar year, or as determined by Council.

#### **4.10 Conflicts of Interest**

Any member of the Committee who has a conflict of interest must notify the Chair upon becoming aware of that conflict.

**4.10.1** Current Council members and/or their practices are not excluded from eligibility for College awards, however, in line with Council processes require such Councillors to abstain from discussion and voting in respect of any instances where they or their practice are recommended as an award recipient.

#### **5.0 AWARDS**

All the awards in this policy are awarded at the discretion of the Council.

All criteria for making awards and all rules and processes for nominations are made at the discretion of the Council.

The rules and procedures for the making of nominations for an award will be included on the College web site. All information provided by nominators must be clearly written on the nomination form available on the College web site. At no venture in time should a nominator discuss their submission of a nomination with the intended nominee. See section 6 of these regulations for more detailed information regarding nominations.

The College may provide assistance if requested to those who wish to make nominations, particularly to members of the general public.

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Visit the web site for nomination form and instructions:

[www.racgp.org.au/awards](http://www.racgp.org.au/awards)

or

Phone (03) 8699 0550

or

Email: [awards@racgp.org.au](mailto:awards@racgp.org.au)

## 5.1 The Rose-Hunt Award

The Rose-Hunt Award is the highest accolade awarded by the Royal Australian College of General Practitioners. The award is a gift from the Royal College of General Practitioners to the Royal Australian College of General Practitioners commemorating the founding members of the Royal College of General Practitioners, Fraser Rose and Lord Hunt.

The Royal College of General Practitioners, through its President, Dr G.I. Watson, on 5 October 1972, presented twelve silver medals to the Australian College commemorating two of its founding members, Lord Hunt of Fawley (the first Honorary Secretary) and Dr Fraser Rose. Designated the Rose-Hunt Award, it is to be awarded to a person who has rendered outstanding service in the promotion of the aims and objectives of the College.

The first award was made in October 1974 to Dr W.A. Connolly, a founding father of the RACGP.

- 5.1.1 The award is in the form of a medal presented by the President at the Annual General Meeting of the College.
- 5.1.2 The award is made to one person who is a Fellow or Member who, in the opinion of the Council, has rendered outstanding service in the promotion of the objects of the College, either by individual patient care, organisation, education, research or any other means. Outstanding service may be over a period of ten years or a substantial and significant contribution to general practice over a shorter period.
- 5.1.3 The Rose-Hunt Award will only be made to current employees of the Royal Australian College of General Practitioners under exceptional circumstances, subject to endorsement by Council.
- 5.1.4 Only one Rose-Hunt award may be made each year. The Rose-Hunt Award will only be made if there is one outstanding individual candidate for the award.
- 5.1.5 Nominations for the Rose-Hunt Award may be made by any two Fellows of the College.
- 5.1.6 A nomination must be accompanied by the curriculum vitae of the nominee, together with evidence of his or her worthiness for the award.
- 5.1.7 The recommendation to Council regarding the Rose-Hunt Award will be made by ballot of the Awards Committee, whether that would be a recommendation to make the award to a particular person, or a recommendation not to make an award for that year.
- 5.1.8 The endorsement by Council for the award of the Rose-Hunt Award, or the decision by Council not to make an award for that year, will be by secret ballot of the Council.
- 5.1.9 In the event of only one nomination for the Rose-Hunt Award being received in any one year, both the Awards Committee and the Council must have the opportunity of deciding by secret ballot that no award will be made in that year.
- 5.1.10 No announcement of the award other than confidential advice from the President to the recipient shall be made prior to the Annual General Meeting of the RACGP.
- 5.1.11 Recipients of the Rose-Hunt award may wear the medal as a pendant at official RACGP functions where the College academic gown may be worn.

## 5.2 Life Fellowship

5.2.1 Life Fellowship is awarded to a Fellow in recognition of outstanding and meritorious service to the College. Life Fellowship is limited to twenty-five Fellows at any one time, and no more than three Fellows may be elected to Life Fellowship in one calendar year.

5.2.2 The terms of the award are that Life Fellows:

- (a) are not required to pay the annual College subscription fee;
- (b) are entitled to wear academic dress as prescribed for Life Fellows;
- (c) may receive all general notices sent out by the College, and have the right to attend any General Meeting of the College;
- (d) do not have voting rights at College Meetings (unless they already had voting rights under a separate category of membership, in which case they retain those voting rights); and,
- (e) cannot be elected to any office in the College, with the exception of Faculty Provost (unless they already had rights to hold office in the College under a separate category of membership, in which case they retain those rights to hold office).

5.2.3 Nominations for Life Fellowship may be made by any two members of the College of whom at least one must be a Fellow.

## 5.3 Honorary Fellowship and Honorary Membership

The terms of the awards of Honorary Fellowship and Honorary Membership are that:

- (a) The Awards Committee may recommend any person as suitable for Honorary Fellowship or Honorary Membership.
- (b) The Council may, by resolution, admit any person recommended by the Awards Committee to Honorary Fellowship or Honorary Membership.
- (c) An Honorary Fellow or an Honorary Member shall be entitled to wear the academic dress prescribed for Fellows or Members respectively, to receive all general notices sent out by the College, and to attend any general meetings of the College.
- (d) An Honorary Fellow or Honorary Member of the College is not entitled to vote in any postal ballot or at any general meeting (unless they already had voting rights under a separate category of membership, in which case they retain those voting rights).
- (e) An Honorary Fellow or Honorary Member of the College is not entitled to hold any office in the College (unless they already had rights to hold office in the College under a separate category of membership, in which case they retain those rights to hold office).
- (f) An Honorary Fellow or Honorary Member shall not be required to pay an entrance fee or subscription to the College.

### 5.3.1 Honorary Fellowship

5.3.1.1 Honorary Fellowships may be awarded to College Fellows and Members, members of other colleges or Academies. In very special or unusual circumstances non medical persons may be considered for eligibility. Nominations for Honorary Fellowship may be made by any two members of the College of whom at least one must be a Fellow.

5.3.1.2 The general criteria which should be followed when considering eligibility are service to the Royal Australian College of General Practitioners and/or General Practice, service to Medicine in the fields of education, research or administration and general service to the community.

5.3.1.3 Members of other Colleges or Academies nominated for Honorary Fellowship must:

- (a) Be a past or present holder of high office in his/her College or Academy; or,
- (b) Have made a contribution of international significance to general practice/family medicine; or,
- (c) Made a significant contribution to the Royal Australian College of General Practitioners.

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## 5.3.1.4 Non-Medical Persons nominated for Honorary Fellowship must:

- (a) Fulfil the criteria for Honorary Membership, with a recommendation from the Committee to Council to endorse the award.

## 5.3.2 Honorary Membership

Honorary Membership may be awarded to persons who do not hold a registrable medical qualification and who have given long and meritorious service to the Royal Australian College of General Practitioners, or long and meritorious service to general practice. Nominations for Honorary Membership may be made by any two members of the College of whom at least one must be a Fellow.

## **5.4 General Practitioner of the Year Award**

### 5.4.1 The General Practitioner of the Year may be nominated by any two persons

### 5.4.2 This award will be judged on the following criteria:

- (a) Understanding and commitment to General Practice;
- (b) Service to the Public; and,
- (c) Involvement in training and continuing professional development.

### 5.4.3 Nominations will only be accepted for this award where the relevant practice is an accredited practice

### 5.4.4 The winner of the General Practitioner of the Year Award will receive a \$5000 travel scholarship and be profiled in a College publication.

### 5.4.5 A general practitioner who has won a "RACGP General Practitioner of the Year" Award in the past, cannot be considered for this award again until a period of 10 years has elapsed.

### 5.4.6 A Nominator may not nominate more than one nominee in this award category.

### 5.4.7 Nominees for the Award category of "General Practitioner of the Year" must be current members of the College.

## **5.5 General Practice Supervisor of the Year Award**

### 5.5.1 The General Practice Supervisor of the Year may be nominated by:

- (a) A member of the profession;
- (b) Regional Training Providers;
- (c) General Practitioner Divisions; or,
- (d) A surveyor from an accrediting body.

### 5.5.2 This award will be judged on the following criteria:

- (a) Understanding and commitment to General Practice and training/mentoring;
- (b) Performance as a General Practitioner;
- (c) Role model as a trainer/mentor; and,
- (d) Organisation/administration with respect to registrar training.

### 5.5.3 The winner of the General Practice Supervisor of the Year Award will receive an educational scholarship valued at \$5000 and be profiled in a College publication.

### 5.5.4 To be eligible for the General Practice Supervisor of the Year award, the nominee must be a level 1 RACGP trainer in terms of the RACGP Standards for GP Education and Training: Trainers and Training Posts, as current from time to time, or equivalent, and will therefore be a GP with responsibility for registrars in training in a clinical setting. The trainer takes responsibility for clinical education and placement management. This includes the role of a general practice

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supervisor and mentor. Nominations will only be accepted for this award where the relevant practice is an accredited practice

5.5.5 Supervisors, who have won a “RACGP General Practice Supervisor of the Year” Award in the past, cannot be considered for this award again until a period of 10 years has elapsed.

5.5.6 A Nominator may not nominate more than one nominee in this award category.

5.5.7 Nominees for the Award category of “General Practice Supervisor of the Year” must be current members of the College.

### **5.6 General Practice Registrar of the Year Award**

5.6.1 The General Practice Registrar of the Year may be nominated by:

- (a) General Practice trainers/mentors as defined in section 5.5.4; or,
- (b) Other general practitioners.

5.6.2 Final selections will be overseen and assessed by a Council appointed adjudication panel.

5.6.3 Registrars are eligible for nomination for the General Practice Registrar of the Year Award if they are enrolled in a Recognised Training Program as at the date of the close of the award's nomination period or if they completed a Recognised Training Program subsequent to the close of the nomination period in the previous year. The definition of a Recognised Training Program is provided within the RACGP Constitution.

5.6.4 Nominations will only be accepted for this award where the relevant practice is an accredited practice.

5.6.5 A Nominator may not nominate more than one nominee in this award category.

5.6.6 This award will be judged on the following criteria:

- (a) Commitment to General Practice and to learning;
- (b) Service to patients, practice and education; and,
- (c) Services to the community.

5.6.7 The winner of the General Practice Registrar of the Year Award will receive an educational scholarship valued at \$5000 and be profiled in a College publication.

5.6.8 Nominees for the Award category of “General Practice Registrar of the Year” must be current members of the College.

### **5.7 Practice of the Year Award**

5.7.1 The General Practice of the Year Award is designed to recognise practices for their approach to patients' health and wellbeing.

5.7.2 A winner will be chosen from each state, and one national winner will be chosen from amongst the state finalists.

5.7.3 The Practice of the Year may be nominated by any two persons.

5.7.4 Nominations must provide a description of the following:

- (a) The current accreditation status of the practice; Nominations will only be accepted for this award where the relevant practice is an accredited practice
- (b) The structure of the practice, including facilities for both patients and staff;
- (c) The services provided to patients by the practice (e.g. patient education materials, health promotion, preventative care, reminder systems);
- (d) Delivery of services to patients by practice staff; and,
- (e) An outline of what differentiates the practice from other practices.

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(f) Details of current involvement in General Practice Teaching

5.7.5 The national winner will receive a Staff Training Grant worth \$5000 and a profile in a College publication

5.7.6 Practices who have won a "Practice of the Year" Award in the past cannot be considered for this award again until a period of 10 years has elapsed.

5.7.7 A nominator may not nominate more than one nominee in this award category.

5.7.8 All nominations received for this award by the Secretariat shall be submitted to the relevant RACGP State/Territory Faculty Chairs, who after making appropriate enquiries shall endorse as suitable nominations or reject nominations for this award category prior to the nomination being accepted by the Committee Secretariat.

5.7.9 Nominees for the Award category of "General Practice of the Year" must have at least one current College member within their practice and must provide information (including their RACGP membership number) for that College member who will receive the award on behalf of their practice.

## 6.0 PROCEDURES

**6.1** A notice calling for nominations for College awards shall be publicised through College channels such as *Fridayfacts* (or equivalent) to all members annually on around the 1<sup>st</sup> of April, and nomination shall remain open for two calendar months.

**6.2** Information on the nomination process, selection criteria and nomination forms will be uploaded to the College website on the aforementioned date.

**6.3** All nominations shall be submitted in confidence to the Committee. At no venture in time should a nominator discuss their submission of a nomination with the intended nominee. Separate nomination forms must be completed for each nominee.

**6.4** All nominations shall be submitted to the Secretariat for the consideration of the Committee. All forms are to be marked 'Private and confidential'.

**6.5** Supporting documentation for the nomination shall contain biographical details of the nominee and information appointments, membership of learned societies (and any office held), and a list of publications.

**6.6** Each nomination requires the nominator to substantiate their recommendation with a clear demonstrable reason for the award. Any nomination which does not fulfil this requirement will be returned to the nominator for further documentation.

**6.7** All nominations for College awards must be received by the Secretariat by 5:00pm on the closing date, which shall be in June, the date being subject to Council approval. Any nominations received after the specified date will not be considered.

**6.8** All nominations received by the Committee will be considered prior to its first meeting and initially scored by each committee member out of session, using a standard scoring sheet to be provided by the Awards Secretariat. Scores will be provided by each committee member to the Awards Secretariat who will collate the scores and provide a ranking of nominations for each award category. Once all scoring sheets have been completed and received by the Awards Secretariat, only then will the committee meeting take place. At the ensuing meeting, only the three highest scoring nominees (shortlist) will be considered and discussed and a final recommendation decided for endorsement. . See section 4.5 for committee meetings.

**6.9** Once the Committee has assessed the shortlisted nominees and made its selections, the names of the proposed recipients will be presented to Council for endorsement. Approval by three quarters of Councillors present and voting at the Council meeting must be received.

**6.10** On conclusion of the Council meeting, the Chair of the Committee will telephone and inform the chosen award recipients. A further letter of confirmation from the Chair will also be forwarded to the recipient within five (5) business days following the Council meeting.

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- 6.11 A letter from the Chair to the nominator(s) of the award will be sent within five (5) working days of the Council meeting, advising them of the outcome of their nomination and, if deemed appropriate, requesting a citation.
- 6.12 Following the endorsement of Council, the Secretariat will liaise with the organiser of the meeting or occasion where the award presentation will take place to make arrangements for the presentation ceremony.
- 6.13 One nominator will be required to provide a citation of 200 words to be read at the presentation of the award. The nominator may request another person or persons to write the citation on his or her behalf. These citations will be forwarded to the Chair. Upon receipt of the citations, the Chair will forward these to the person or persons responsible for organising the award ceremony.
- 6.14 The Secretariat will record the name and date of the award in the iMIS system for each award recipient and maintain an up to date list of all award recipients.
- 6.15 The Secretariat will notify the College Media Officer of the outcomes of the nominations process, after the recipients have been contacted, to issue a press release or statement to be included in the next available edition of *Fridayfacts*.
- 6.16 The Secretariat will notify the College Publications Officer to arrange for profiles of the award recipients to be included in an appropriate College publication.
- 6.17 The Secretariat will notify all nominator(s) of unsuccessful submissions in writing by the 1<sup>st</sup> day of November.
- 6.18 The Secretariat will not provide the details of the nominators to award winners unless approval to do so is granted by the nominators.

### 6.19 Administration of this policy

The general public will have access to these terms of reference.

These terms of reference will be reviewed on a two-yearly basis.