

1. Awards of the Board Terms of Reference

- | | | |
|-----|--------------------|---------------------------------|
| 1.1 | Policy number: | CO-O-035.5 |
| 1.2 | Category: | Organisational |
| 1.3 | Approval date: | February 2015 |
| 1.4 | Revision due date: | February 2018 |
| 1.5 | Unit responsible | Office of the President and CEO |

2.0 Policy Declaration

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

This policy is approved by the Board 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 the Board was established by the Board to develop and monitor the key selection criteria for College awards, to review all nominations and submit recommended award recipients for endorsement by the Board.

The scope of activities of the Committee includes:

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

The Board 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 the Board
- (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
- Corlis Award
- General Practitioner of the Year
- General Practice Supervisor of the Year
- General Practice Registrar of the Year
- Practice of the Year

Any other awards instituted by the Board and allocated to the Awards Committee. Some College awards are administered, considered and adjudicated by other College bodies, other than the Awards Committee e.g.: The National Rural Faculty Brian Williams Award, The National Faculty of Aboriginal and Torres Strait Islander Health Standing Strong Together Award, amongst others.

4.0 Terms of Reference for the Awards Committee of the Board

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 the Board 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 the Board on the recipients of College awards.

4.3 Composition and size

The membership of the Committee shall include the current:

- (a) Chair of the Board
- (b) President
- (c) Censor in Chief
- (d) One Provost of the College whose membership of the Committee was approved by the Board

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 the Board has ceased or for a period of one year if non ex officio members.

4.5 Meetings

The Awards Committee of the Board will meet at least annually via teleconference or video conference and shall be attended by the Chief Executive Officer or delegate and the Secretariat.

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 the Board shall act as the Chair of the Awards Committee.

4.7 Accountability

The Awards Committee will report to the Board on its adherence to the rules and nomination criteria relating to College awards and the proceedings of meetings will be recorded in minutes.

4.7.1 Reporting structures

The recommendations of the Awards Committee will be submitted to the Board by the Chair of the Board.

4.8 Relationship to Strategic Objectives

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

- collegiate 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 environment delivering exceptional value to all members.

4.9 Timelines/Outputs

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

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 and any non-Board members are required to abstain from discussion and voting in respect of any instances where they or their practice are recommended as an award recipient.

4.10.1 Current Board members and/or their practices are not excluded from eligibility for College awards, however, in line with Board processes require such Directors to abstain from discussion and voting in respect of any instances where they or the practice where they are employed or a practice that they own or in which they hold a financial interest are recommended as an award recipient.

5.0 AWARDS

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

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

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 or inserted electronically on the nomination form available on the College web site. It is highly recommended that nominators not discuss their nomination with the intended nominee. Please refer to section 6 of these Terms of Reference for more detailed information regarding nominations.

The College may provide guidance upon request to those who wish to make nominations. Visit the web site for nomination form and instructions:

www.racgp.org.au/awards or
Phone: (03) 8699 0550 or
Email: 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 Academic Session, Fellowship and Awards Ceremony held during the College's annual conference.

5.1.2 The award is made to one person who is an existing Fellow or Member of the College who, in the opinion of the Board, 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 Board endorsement.

5.1.4 Only one Rose-Hunt Award will be made each year. The Rose-Hunt Award will only be awarded 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 All nominations must be accompanied by a current curriculum vitae of the nominee, together with descriptive evidence of his or her worthiness for the award.

5.1.7 The recommendation to the Board 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 the Board for the award of the Rose-Hunt Award, or the decision by the Board not to make an award for that year, will be at the discretion of the Board.

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 Board 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 Chair to the recipient shall be made prior to the presentation of the award.

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 an existing Fellow of the RACGP 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 Board 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.

5.3.1.4 Non-medical persons nominated for Honorary Fellowship must:

- (a) Fulfil the criteria for Honorary Membership, with a recommendation from the Awards Committee to the Board for endorsement.

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 general practice that the nominee is employed is a current accredited general practice through *Australian General Practice Accreditation Limited (AGPAL)* or *GPA Accreditation plus* and evidence of current accreditation is provided.

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 General practitioners, who have 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 cannot 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 financial members of the College and hold current unconditional medical registration with the Australian Health Practitioner Regulation Agency.

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 general practice profession;
- (b) Regional Training Providers;
- (c) General Practice Divisions;
- (d) Medicare Locals or Networks or,
- (e) 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) Involvement in delivery of registrar training e.g. organisation/administration

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 supervisor and mentor.

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 cannot 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 financial members of the College and hold current unconditional medical registration with the Australian Health Practitioner Regulation Agency.

5.5.8 Nominations will only be accepted for this award where the relevant general practice that the Supervisor is employed is a current accredited general practice through *Australian General Practice Accreditation Limited (AGPAL)* or *GPA Accreditation plus* and evidence of current accreditation is provided.

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 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.

5.6.3 Nominations will only be accepted for this award where the relevant general practice that the Registrar is employed at is a current accredited general practice through *Australian General Practice Accreditation Limited (AGPAL)* or *GPA Accreditation plus* and evidence of current accreditation is provided.

5.6.4 A Nominator cannot nominate more than one nominee in this award category.

5.6.5 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.

5.6.6 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.

5.6.7 Nominees for the Award category of “General Practice Registrar of the Year” must be current members of the College and hold current unconditional medical registration with the Australian Health Practitioner Regulation Agency.

5.7 General 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) Nominations will only be accepted for this award where the relevant general practice is a current accredited general practice through *Australian General Practice Accreditation Limited (AGPAL)* or *GPA Accreditation plus* and evidence of current accreditation is provided;
- (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); etc.
- (d) Delivery of services to patients by practice staff;
- (e) An outline of what differentiates the practice from other practices and makes it worthy, and
- (f) Details of current involvement in general practice teaching.

5.7.5 The national winner will receive a staff training grant worth \$5000 and be profiled in a College publication.

5.7.6 Practices which have been awarded the “RACGP General 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 Secretariat.

5.7.9 Nominees for the Award category of “General Practice of the Year” must have at least one current financial 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.

5.8 Corlis Award

5.8.1 The Corlis Award commemorates the contribution of the late Dr Wilson (Bill) Corlis to the RACGP's standing as a leader in medical education. This award recognises an RACGP member and/or Fellow who has contributed substantially to the education and mentoring of doctors who are on any of the RACGP pathways to Fellowship. Nominations can be made by any financial member of the RACGP.

6.0 Procedures

6.1 A notice calling for nominations for College awards shall be publicised through College communication channels such as *In Practice* (or equivalent) to all members commencing a week prior to the nomination period opening (on around the beginning of April), and the nomination period shall remain open for two calendar months.

6.2 Information on the nomination process, selection criteria and all relevant nomination forms will be uploaded to the College website on the date the nomination period shall open.

6.3 All nominations shall be submitted in confidence to the Committee. It is highly recommended that nominators not discuss their nomination with the intended nominee/s. A separate nomination form must be completed for each nominee.

6.4 All nominations shall be submitted to the Secretariat for the consideration of the Committee and the nominations received for the category of "General Practice of the Year" shall be considered subject to section 5.7.8. 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 etc.

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 Committee and Board approval. Any nominations received after the specified date or received with incomplete documentation will not be considered.

6.8 All nominations received by the Committee will be considered prior to its adjudicating meeting and initially scored by each Committee member out of session, using a standard scoring template 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) for each award will be considered and discussed and a final recommendation put forward for Board endorsement. For further information regarding Committee meetings please refer to section 4.5.

6.9 Following the Committee's assessment of the shortlisted nominees and its selections, the names of the proposed recipients will be presented to the Board for endorsement. Approval by three quarters of Directors present and voting at the Board meeting must be received.

6.10 On conclusion of the Board 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 Board meeting.

6.11 Following the endorsement of the Board, 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.

6.12 One nominator may 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.

6.13 The Secretariat will record the name and date of the award in the iMIS database system for each award recipient and maintain an up to date list of all award recipients.

6.14 The Secretariat will notify the College Media Department of the outcomes of the nominations process, after the recipients have been contacted, to issue a media release which will be subject to embargo and a statement to be included in the next available edition of *In Practice* immediately following the award presentation.

6.15 The Secretariat will notify the College Publications Department to coordinate for the profiles of the award recipients to be included in an appropriate College publication.

6.16 The Secretariat will update the College website with the relevant information required for nominators and nominees prior to the nomination period opening, during the nomination period and immediately following the close of the nomination period. This update includes the inclusion of all award winners on the RACGP Virtual Honour Board available at: www.racgp.org.au/awards

6.17 The Secretariat will notify all nominator(s) of unsuccessful submissions in writing by the 1st week in November following the award presentation ceremony.

6.18 The Secretariat shall not provide the details of the nominators to award winners unless prior approval to do so is granted by the nominators.

6.19 These terms of reference will be publicly available on the College website and will undergo an annual review.