

## RACGP Rural Awards Terms of Reference

### 1. Purpose

This terms of reference sets out the scope of operations for the RACGP Rural Awards Committee, and the rules and administrative procedures relating to the nomination and awards process for RACGP Rural awards.

### 2. Background

RACGP Rural awards recognise outstanding achievements and exceptional individuals for their contribution to rural general practice.

The faculty administers the nomination and review process for the following awards:

- Brian Williams Award;
- Medical Student Bursary Award;
- Rural GP in Training of the Year Award; and
- Community Project of the Year Award

### 3. Faculty Awards Committee

The faculty awards are overseen by the RACGP Rural Awards Committee, which is made up of members of the RACGP Rural Council (Council) and RACGP Rural Education Committee (REC).

The scope of activities of the Awards Committee includes:

- definition and modification of the selection criteria for the faculty awards, as directed by Council;
- administration of the annual awards process for the faculty awards;
- adjudicating on any challenges to award winners; and
- selection of award recipients for endorsement by Council and RACGP Board.

### 4. Duties and Responsibilities

The Awards Committee is responsible for:

- ensuring that those nominated for receipt of faculty awards satisfy the nomination criteria;
- ensuring that recommendations made to Council relating to the faculty awards conforms to the rules for those awards;
- adhering to the nomination procedures and eligibility criteria for the faculty awards as set out in this document; and
- respecting privacy and confidentiality and not making public comments in regards to the awards, the outcomes and decisions of the Committee or the deliberations of the Committee.

### 5. Committee Composition and Tenure

The membership of the Committee shall include the current:

- Chair of the Rural Council;
- Chair of the Rural Education Committee;
- Faculty Censor;
- Faculty Provost; and
- One member of the Rural Council/GP community.

All members shall serve on the Committee in their respective capacity until their tenure on Council has ceased.

## 6. Meetings

The Awards Committee will meet at least annually via teleconference or video conference. The Faculty Manager and the Awards Secretariat will also attend the meeting. A quorum for a Committee meeting shall consist of three members of the Committee.

## 7. Accountability

The Awards Committee will report to Council on its adherence to the rules and nomination criteria relating to the faculty awards and the proceedings of meetings will be recorded in minutes. The recommendations of the Awards Committee will be submitted to Council for endorsement.

## 8. 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 conflicted Committee member is required to abstain from discussion and voting in respect of any instances where they, or a family member, or their practice, or a practice in which they hold a financial interest are recommended as an award recipient.

Members of the Awards Committee are not able to nominate for or be nominated for any faculty awards.

All other Council and Education Committee Members cannot be nominated for faculty awards, or nominate other Council or Education Committee members for faculty awards. They can nominate all other individuals for faculty awards.

## 9. Complaints

In a situation where the agreed award winner is challenged, the Awards Secretariat will seek advice from RACGP Legal. The Awards Committee will convene to discuss the complaint and identify a resolution.

## 10. Awards

All faculty awards are awarded at the discretion of the RACGP Rural Council. All criteria for making awards and all rules and processes for nominations are made at the discretion of the Awards Committee, as directed by Council.

The rules and procedures for the making of nominations for an award will be included on the nomination forms available on the faculty website. **Nominators must not discuss their nomination with the intended nominee.**

The faculty can provide guidance upon request to those who wish to make nominations.

## 11. Student Bursary

### 11.1 Nominations

The Student Bursary is awarded to a medical student who is a member of a rural health students' club at an Australian university who submits the best essay (maximum 1200 words) on a rural health topic. The 2020 topic is: ***The role of rural GPs in managing disasters such as pandemics, bushfires or floods.***

To be eligible for the Student Bursary, the nominee must be a medical student, currently studying at an Australian university and a member of a rural health students' club.

Nominees must also be current student members of the RACGP.

Nominees can self-nominate for this award via the Student Bursary nomination form provided on the RACGP website.

### 11.2 Criteria for the Award

The award will be judged on the following criteria:

- i) demonstrated understanding of rural general practice;
  - ii) demonstrated evidence of innovative thinking;
  - iii) interest in a career in rural general practice;
  - iv) a written statement outlining the ways in which the bursary would support professional development;
- study, volunteer or work-related experience
  - reasons for planning a future in general practice
  - how attending the conference will contribute to your professional development; and
  - any other relevant information.

The award winner is funded to attend the RACGP's annual conference, GP20, in their state (including economy-class equivalent return travel, 1 night's accommodation and registration) and receives a \$500 cash prize.

In addition, the recipient is presented with a commemorative trophy at the annual RACGP Rural Member event.

The award winner must be available to attend the RACGP annual conference and be willing to engage with RACGP marketing and media activities associated with the award.

The winner will be profiled in an appropriate RACGP publication. Within one month following the annual conference, the recipient must provide a 400-word report on their conference experience to RACGP Rural, to be published in an appropriate RACGP publication.

Only one award will be made each year and will only be awarded if there is one outstanding individual candidate. In the event that only one nomination is received, the Awards Committee has the opportunity to decide that no award be made if the nomination does not satisfactorily meet the award criteria.

## 12. Rural GP in Training of the Year Award

The Rural GP in Training of the Year award recognises an exceptional general practice registrar who demonstrates a commitment to improve the health and wellbeing of communities in rural or remote Australia.

## **12.1 Nominations**

A nominee must be a general practice registrar who is currently enrolled in the Fellowship in Advanced Rural General Practice through a Training Organisation (TO).

Nominees for the Rural GP in Training of the Year Award must have two nominators (one nominator and one seconder), one of whom must be a TO staff member. All nominations are to be made via the nomination form provided on the RACGP website.

Nominators may also include a(n):

- RACGP member;
- member of the general practice profession;
- general practice supervisor.

Nominations may provide supporting documentation, which could include:

- a curriculum vitae
- patient or community testimonials;
- data and graphs;
- evaluation reports; or
- photographs, videos or audio.

A reference check may be carried out for nominees with their Training Organisation (TO), if required. The referee details will be different to TO nominator details and cannot be provided by the same person.

## **12.2 Criteria for the Award**

The award will be judged on the following criteria:

- i) completed nomination form by one nominator and one seconder, one of whom is an TO staff member;
- ii) demonstrated commitment to rural general practice;
- iii) demonstrated commitment to learning and developing as a GP;
- iv) evidence of service to rural patients;
- v) evidence of commitment and service to the rural practice in which they work;
- vi) evidence of service to the rural community in which they practice or have practised; and
- vii) outline of how the Rural GP in Training of the Year award supports the nominee's professional development:
  - study, volunteer or work-related experience;
  - through attendance at the annual conference;
  - plans after attaining Fellowship with RACGP; and
  - any other relevant information

The award winner is funded to attend the RACGP's annual conference, GP20, in their state (including economy-class equivalent return travel, 1 night's accommodation and registration) and receives a \$500 cash prize.

In addition, the recipient is presented with a commemorative trophy at the annual RACGP Rural Member event.

The recipient is invited to present on their training experiences and aspirations for a career in general practice at the annual RACGP Rural member event.

The winner will be profiled in an appropriate RACGP publication. The recipient must be available to attend the RACGP annual conference and be willing to engage with RACGP marketing and media activities associated with the award.

Only one award will be made each year and will only be awarded if there is one outstanding individual candidate. In the event that only one nomination is received, the Awards Committee have the opportunity to decide that no award be made that year if the nomination does not satisfactorily meet the award criteria.

## 13. Brian Williams Award

The Brian Williams Award is presented by RACGP Rural to commemorate the work of Dr Brian Williams, a rural GP and medical educator. Dr Williams was a staunch advocate for rural general practice, rural medical education at all levels, and the need for rural GPs to provide support to their peers in order to advance rural general practice.

The aim of this award is to acknowledge medical practitioners, whose mentoring and support enables rural GPs to safely dedicate themselves to their patients, their families and their communities.

The Brian Williams Award is the highest accolade awarded by RACGP Rural to an RACGP member who has made a significant contribution to the personal and professional welfare and wellbeing of rural GPs.

### 13.1 Nominations

Nominees for Brian Williams Award must be nominated by two Nominators. Nominations can be made by two RACGP Fellows, or one Fellow and one member of the RACGP. All nominations are to be made via the Brian Williams Award nomination form provided on the RACGP website.

The Brian Williams Award is open to all RACGP Fellows.

Nominees must be current financial members of the College and hold unconditional medical registration with the Australian Health Practitioner Regulation Agency.

Nominations may provide supporting documentation, which could include:

- a curriculum vitae
- patient or community testimonials;
- data and graphs;
- evaluation reports; and
- photographs, videos or audio.

### 13.2 Criteria for the Award

The award will be judged on the following criteria:

- i) completed nomination form by two Nominators, at least one of whom is an RACGP Fellow;
- ii) outline of how the nominee meets the aims of the Brian Williams Award;
- iii) demonstrated provision of guidance and support to enable rural GPs to safely dedicate themselves to their patients, their families and their communities; and
- iv) demonstrated a significant contribution to the personal and professional welfare and wellbeing of rural GPs.

The award winner is funded to attend the RACGP's annual conference, GP20, in their state (including economy-class equivalent return travel, 1 night's accommodation and registration) and receives a

\$500 cash prize.

The recipient is presented with a commemorative medal at RACGP's annual awards ceremony.

In addition, the recipient is presented with a commemorative trophy at the annual RACGP Rural Member event and invited to present on their contribution to the personal and professional welfare and wellbeing of rural GPs.

The winner will be profiled in an RACGP publication. The recipient must be available to attend the RACGP annual conference and be willing to engage with RACGP marketing and media activities associated with the award.

The Brian Williams Award is open to all RACGP Fellows.

Nominees must be current financial members of the College and hold unconditional medical registration with the Australian Health Practitioner Regulation Agency.

Only one award will be made each year and will only be awarded if there is one outstanding individual candidate. In the event that only one nomination is received, the Awards Committee have the opportunity to decide that no award be made that year if the nomination does not satisfactorily meet the award criteria.

## 14. Community Project of the Year award

The Community Project forms part of the population health requirement of the Fellowship in Advanced Rural General Practice (FARGP) and makes it unique to other rural general practice fellowships.

The Community Project of the Year Award is presented to a FARGP recipient from the last financial year period that completed an innovative project which directly contributed to healthcare improvement in a rural or remote general practice, and positively impacted the town's community.

### 14.1 Nominations

There is no nomination process. The winner is selected from FARGP recipients who have completed a community project as part of their studies over the last financial year period by the Faculty Awards Committee.

### 14.2 Criteria for the Award

The award will be judged on the following criteria:

- i) Demonstrated contribution provision to healthcare improvement in a rural or remote general practice; and
- ii) Demonstrated evidence of innovative thinking.

The award winner is funded to attend the RACGP's annual conference, GP20, in their state (including economy-class equivalent return travel, 1 night's accommodation and registration) and receives a \$500 cash prize.

The recipient is presented with a commemorative trophy at the annual conference during RACGP Rural member event.

The recipient is invited to present on their community project and its outcomes at the annual RACGP Rural member event.

The winner will be profiled in an RACGP publication. The recipient must be available to attend the

RACGP annual conference and be willing to engage with RACGP marketing and media activities associated with the award.

## **15. Additional Nomination Procedures**

### **15.1 Publicising of Nominations**

A notice calling for nominations for Faculty awards shall be publicised through RACGP communication channels to all members and relevant external stakeholders, including Primary Health Networks, Regional Training Organisations, Rural Workforce Agencies, Rural Doctors Association of Australia, GP student networks, selected universities and other rural health stakeholders.

Information on the nomination process, selection criteria and all relevant nomination forms will be uploaded to the faculty website on the date the nomination period opens.

### **15.2 Review of Nominations**

Upon receipt of the nominations, the Awards Secretariat will review the nominations for compliance with eligibility rules.

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.

The Awards Secretariat will provide all eligible and complete nominations to the Awards Committee for consideration.

### **15.3 Scoring**

All nominations must be initially scored separately 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 meet together to discuss the nominations in descending order of score rank.

The final recommendation is not based solely on the score. Each award should be discussed and agreement reached by consensus. In the event of a tied decision, the Faculty Provost makes the final decision.

### **15.4 Final Recommendations**

The Awards Secretariat submit the final recommendation to Council members out of session for endorsement. If this is not achieved, the Faculty Provost makes the final decision to proceed with the award.

### **15.5 Release of Outcomes**

On conclusion of the decision making process, the Faculty Chair will work with the Award Secretariat to inform winners via email, and commence arrangements for their attendance at the annual conference.

If any Faculty members or Council members challenge the outcomes of the Award process after the fact, the Award Secretariat will seek advice from RACGP Legal. The Awards Committee will then convene to discuss the complaint and find a resolution.

## 15.6 Awards Secretariat Administration

The Awards 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.

The Awards Secretariat will notify the College Media Department of the outcomes of the nominations process and the College Publications Department to coordinate for the profiles of the award recipients to be included in an appropriate College publication.

The Awards Secretariat will update the faculty 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.

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

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

## 16. Amendment of these Terms of Reference

This Committee, may, without the consent of the RACGP Board, make Minor Amendments to these Terms of Reference at any time.

If the Committee makes Minor Amendments, it must advise the Council of those amendments as soon as practicable.

The Council may make Major Amendments to these Terms of Reference at any time.

## 17. Responsibilities

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Rural Faculty Awards Committee	Responsible for Minor Amendments. Recommends recipients of awards to the Council.
Council	Responsible for approval of these Terms of Reference and Major Amendments. Responsible for making awards.

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## 18. Glossary

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Major Amendment	An amendment which materially changes the operation of the Terms of Reference which is not otherwise a Minor Amendment.
Minor Amendment	An amendment to style, to correct grammatical mistakes, to change overall formatting, to make updates which do not materially change meaning, or any other amendment, which does not materially alter the operation of the policy.

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## 19. Related Documents, Legislation and Policies

N/A

### **Compliance**



N/A

**Guidance**

N/A

**20. Policy Review and Currency**

These Terms of Reference will be reviewed every year from the last approval date, or when there is a significant change in the intent of the policy.

This policy remains valid and applicable notwithstanding if it is overdue for review.

**Version History**

Release notice			
Version	Date of effect	Amendment details	Amended by
1.0		Initial release	
Record no.:	DOC/20/50293		
Policy owner:	Board		
Approved by:	Board		Approved on: 12/05/20
Next Review Due:	01/02/21		