

**RACGP Rural Awards Sub-Committee – TERMS OF REFERENCE**

<b>1.1</b>	<b>Policy Number:</b>	N/A
<b>1.2</b>	<b>Category:</b>	Organisational
<b>1.3</b>	<b>Approval Date:</b>	January 2025
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<b>1.5</b>	<b>Unit Responsible:</b>	Rural Faculty

**1. POLICY DECLARATION**

- 1.1.** The RACGP Constitution empowers the Board, by clause 90, to establish one or more committees of such member or members of the College as the Board thinks fit. Any committee or sub-committee so formed must conform to any regulations imposed by the Board. The advice and assistance provided to the Board by its committees vitally assists the College's mission. The importance of the matters dealt with by such committees, reflected in the requirements of clause 90 of the Constitution, means that a clear Terms of Reference document is required to ensure appropriate governance and effectiveness.
- 1.2.** The following provisions set out clearly the terms of establishment of the RACGP Rural Awards Sub-Committee, its membership, responsibilities and proceedings, save and except only to the extent otherwise specifically regulated in any particular instance.

**2. AUTHORITY**

- 2.1.** This document has the force of a Regulation made by the Board in accordance with clause 70(b)(v) of the Constitution and replaces all prior Regulations dealing with the same subject matter, other than those contained within the Faculty Regulations and the Standing Orders.

**3. ESTABLISHMENT**

- 3.1.** This Terms of Reference document sets out the scope of operations for the Sub-Committee and the rules and administrative procedures relating to the nomination and awards process for RACGP Rural awards.
- 3.2.** The RACGP Rural awards recognise outstanding achievements and exceptional individuals for their contribution to rural general practice.
- 3.3.** The Rural faculty administers the nomination and review process for the following awards:
  - 3.3.1.** Brian Williams Award
  - 3.3.2.** Rural Generalist of the Year Award
  - 3.3.3.** Rural Medical Student of the Year Award
  - 3.3.4.** Rural Registrar of the Year Award
  - 3.3.5.** Rural Community Research Project of the Year Award

## 4. RURAL AWARDS SUB-COMMITTEE

### 4.1. Members

4.1.1. The composition of the Rural Awards Sub-Committee shall include the following membership:

- (a) Chair of the Rural Council;
- (b) Chair of the Rural Education Committee;
- (c) Faculty Censor;
- (d) Faculty Provost; and

4.1.2. At least one member of the Rural Council or GP community.

4.1.3. No member may be appointed in more than one of the categories listed in paragraph 5.1.1.

4.1.4. Designated RACGP staff will be in attendance at all committee meetings. Such members include:

- (a) Rural Engagement and Operational Lead
- (b) Rural Policy Coordinator.

### 4.2. Term of Appointment

4.2.1. All members shall serve on the Committee in their respective capacity until their tenure that binds them to the Sub-Committee membership has ceased.

### 4.3. Conduct

4.3.1. Every member of the Rural Awards Committee shall comply at all times with the RACGP member Code of Conduct.

### 4.4. Remuneration

4.4.1. Sub-Committee members will not be entitled to receive remuneration for their time on the Rural Awards Sub-Committee outside of their ordinary employment contract where relevant.

## 5. PROCEEDINGS

### 5.1. Duties and Responsibilities

5.1.1. The scope of activities overseen by the Rural Awards Sub-Committee includes:

- (a) Definition and modification of the selection criteria for the Rural awards, as directed by the Rural Council;
- (b) Administration of the annual awards process for the Rural awards;
- (c) Adjudicating on any challenges to award winners; and
- (d) Selection of award recipients

5.1.2. The Rural Awards Sub-Committee is responsible for:

- (a) Ensuring that those nominated for receipt of a rural award satisfy the nomination criteria;
- (b) Ensuring that selections relating to the rural awards conform to the rules for those awards;
- (c) Adhering to the nomination procedures and eligibility criteria for the awards as set out in this document; and

- (d) Respecting privacy and confidentiality and not making public comments relating to the awards, the outcomes and decisions of the Rural Awards Sub-Committee, or the deliberations of the Rural Awards Sub-Committee.

## **5.2. Awards**

- 5.2.1. All Rural Faculty awards are awarded at the discretion of the Rural Council, with the Rural Awards Sub-Committee being a representative of the Rural Council.
- 5.2.2. All criteria for making awards and all rules and processes for nominations are made at the discretion of the Rural Awards Sub-Committee, as directed by the Rural Council.
- 5.2.3. The rules and procedures for making of nominations for an award will be included on the nomination forms available on the RACGP Awards website.
- 5.2.4. Nominators must not discuss their nomination with the intended nominee.
- 5.2.5. The Rural Faculty shall provide guidance upon request of such to those who wish to make nominations.

## **5.3. Conflicts of interest**

- 5.3.1. Members must disclose any actual or potential conflict of interest, including any financial or other interest or affiliation that bears on the adjudication of any award or award recipient.
- 5.3.2. Any such conflict is to be disclosed to the Chair of the Rural Council upon the member becoming aware of that conflict.
- 5.3.3. Any conflicted sub-committee member is required to abstain from discussion and voting in respect of any instance where they, or a family member, or their practice, or a practice in which they hold financial interest, are recommended as an award recipient.
- 5.3.4. Members listed under 4.1.1. are not able to nominate for, or be nominated for, any rural faculty awards.
- 5.3.5. All other Rural Council and Rural Education Committee members cannot be nominated for rural faculty awards, nor nominate other Rural Council or Rural Education Committee members for rural faculty awards. These members can nominate all other eligible individuals for a Rural award.

## **5.4. Meetings**

- 5.4.1. The Rural Awards Sub-Committee will meet at least annually via teleconference or video conference.
- 5.4.2. Compulsory attendance at meetings is required of the Awards Secretariat, which is a role held by the Rural Policy Coordinator.
- 5.4.3. The Rural Manager and Rural Engagement and Operational Lead are optional attendees.
- 5.4.4. A quorum for a Sub-Committee meeting shall consist of three members of the Sub-Committee, as described under 4.1.1.
- 5.4.5. No less than 14 days; notice (exclusive of the day on which the notice is served or deemed to be served, but inclusive of the day for which notice is given) specifying the place, the day and hour of each meeting shall be given to all members of the Rural Awards Sub-Committee accompanied by an agenda of business proposed to be discussed. Supporting documentation and reading material may be distributed at a date closer to the meeting if required.
- 5.4.6. All acts done by any meeting of the Rural Awards Sub-Committee or by any person acting as a member of the Rural Awards Sub-Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of the person to be a member of the Rural Awards Sub-Committee, or to act as a member of the sub-committee, or that a person so appointed was disqualified, be as valid as if the person had been duly appointed and was qualified to be a member of the sub-committee.

**5.5. Recording and Reporting**

- 5.5.1. The Rural Awards Sub-Committee shall cause minutes to be made:
- 5.5.2. of the names of members of the Rural Awards Sub-Committee present at all meetings of the sub-committee; and
- 5.5.3. of all proceedings at all meetings of the Rural Awards Sub-Committee.
- 5.5.4. The recommendations of the Rural Awards Sub-Committee will be submitted to the RACGP Board for endorsement.

**5.6. Complaints**

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

**5.7. Successful recipients**

- 5.7.1. The award winner will be funded to attend that year's RACGP annual conference.
- 5.7.2. Funding consists of the following:
  - I. return economy airfares from the recipient's closest major airport (or equivalent mileage reimbursement) to the conference destination
  - II. Two nights of accommodation
  - III. Conference registration fees
  - IV. Any additional accommodation, upgrades, meals and sundry travel are the responsibility of the award recipient
- 5.7.3. The award winner will be presented with a commemorative trophy.
- 5.7.4. The award winner will be profiled in an appropriate RACGP publication.
- 5.7.5. The award winner must be willing to engage with RACGP marketing and media activities associated with the award.
- 5.7.6. If the successful recipient is unable to attend the national awards ceremony they will be offered the opportunity to receive their award at an alternative event, or to have their commemorative trophy and certificate sent directly to them. No monetary compensation will be provided for any portion of prize entitlements forfeited by their absence, and conference registration cannot be transferred to a future event.

**6. RURAL MEDICAL STUDENT OF THE YEAR AWARD****6.1. Nominations**

- 6.1.1. The Rural Medical Student of the Year Award 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 of 1200 words) on a rural health topic.
- 6.1.2. The topic will be determined by the Rural Education Committee at the first meeting each year and published on the RACGP Rural Awards page.
- 6.1.3. Eligibility criteria for this award are:
  - (a) The nominee must be a medical student;
  - (b) The nominee must be studying at an Australian university;

- (c) The nominee must be a member of a Rural Health Students' club; and
- 6.1.4. The nominee must be a current student member of the RACGP.
- 6.1.5. Nominees can self-nominate for this award via the Medical Student nomination form provided on the RACGP website.

## **6.2. Award Criteria**

- 6.2.1. The award will be judged on the following criteria:
  - (a) demonstrated understanding of rural general practice;
  - (b) demonstrated evidence of innovative thinking;
  - (c) interest in a career in rural general practice; and
- 6.2.2. any other relevant information, with relevancy to be deemed by the Rural Awards Sub-Committee.
- 6.2.3. Only one award will be awarded each year.
- 6.2.4. The award will only be awarded if there is one outstanding individual candidate. If no such candidate nomination is received, the Rural Awards Sub-Committee can decide that no award be awarded in that year.

## **7. RURAL REGISTRAR OF THE YEAR AWARD**

### **7.1. Nominations**

- 7.1.1. The Rural Registrar 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.
- 7.1.2. Nominees must be a general practice registrar currently enrolled, or have completed in the 12 months prior to the nomination end date, an RACGP Registrar Training program. This is inclusive of AGPT, FSP, FARGP and PEP.
- 7.1.3. Nominees must have been working within MMM 3-7 locations for 12 months prior to the close of award nominations.
- 7.1.4. Nominees must have two nominators (one nominator and one seconder).
- 7.1.5. All nominations are to be made via the nomination form provided on the RACGP Awards website.
- 7.1.6. Nominators may include any or all of the following:
  - (a) An RACGP member
  - (b) A member of the general practice profession
  - (c) A medical educator
  - (d) A general practice supervisor.
- 7.1.7. A reference check for the most suitable nominee will be undertaken prior to confirmation of success. The faculty provost will undertake such reference check with the director of GP training. Such reference check will be undertaken via email, with the Rural Awards Sub-Committee to be copied into any such correspondence.
- 7.1.8. Nominations may include supporting documentation, such as any or all of the below:
  - (a) A curriculum vitae
  - (b) Patient or community testimonials
  - (c) Data and graphs

- (d) Evaluation reports
- (e) Photographs, videos or audio.

## **7.2. Award Criteria**

7.2.1. The award will be judged on the following criteria:

- (a) Completed nomination form by one nominator and one seconder;
- (b) Demonstrated commitment to rural general practice;
- (c) Demonstrated commitment to learning and developing as a GP;
- (d) Evidence of service to rural patients;
- (e) Evidence of commitment and service to the rural practice in which the nominee works;
- (f) Evidence of service to the rural community in which the nominee practices or has practiced; and
- (g) Outline of how the award supports the nominee's professional development, such as:
  - I. Study, volunteer or work-related experience;
  - II. Through attendance at the annual conference;
  - III. Plans after fellowship with RACGP; or
  - IV. Any other relevant information.

7.2.2. Only one award will be awarded each year.

7.2.3. The award will only be awarded if there is one outstanding individual candidate. If no such candidate nomination is received, the Rural Awards Sub-Committee can decide that no award be awarded in that year.

## **8. BRIAN WILLIAMS AWARD**

### **8.1. Nominations**

- 8.1.1. The Brian Williams award is presented 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.
- 8.1.2. 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.
- 8.1.3. 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.
- 8.1.4. Nominees for the award must be nominated by two nominators (one nominator and one seconder).
- 8.1.5. Nominations can be made by two RACGP fellows, or one fellow and one member of RACGP.
- 8.1.6. All nominations are to be made via the Brian Williams award nomination form provided on the RACGP website.
- 8.1.7. The award is open to all RACGP fellows.

- 8.1.8. Nominees must be current financial members of the College and hold unconditional medical registration with the Australian Health Practitioner Regulation Agency.
- 8.1.9. Nominations may include supporting documentation, with examples of such documentation being:
- (a) A curriculum vitae
  - (b) Patient or community testimonials
  - (c) Data and graphs
  - (d) Evaluation reports
  - (e) Photographs, video or audio.

## **8.2. Award Criteria**

- 8.2.1. The award will be judged on the following criteria:
- (a) Completed nomination form by two nominators, at least one of whom is an RACGP fellow;
  - (b) Outline of how the nominee meets the aims of the Brian Williams award;
  - (c) Demonstrated provision of guidance and support to enable rural GPs to safely dedicate themselves to their patients, their families and their communities; and
  - (d) Demonstration of a significant contribution to the personal and professional welfare and wellbeing of rural GPs.
- 8.2.2. Only one award will be awarded each year.
- 8.2.3. The award will only be awarded if there is one outstanding individual candidate. If no such candidate nomination is received, the Rural Awards Sub-Committee can decide that no award be awarded in that year.

# **9. RURAL GENERALIST OF THE YEAR AWARD**

## **9.1. Nominations**

- 9.1.1. The Rural Generalist Fellow of the Year award recognises an exceptional Rural Generalist Fellow (FRACGP-RG or FARGP) who demonstrates a commitment to improve the health and wellbeing of communities in rural or remote Australia.
- 9.1.2. Nominees for the award must be nominated by two nominators (one nominator and one seconder).
- 9.1.3. Nominees must have been working within MMM 3-7 locations for 12 months prior to the close of award nominations
- 9.1.4. Nominations can be made by two RACGP fellows, or one fellow and one member of RACGP.
- 9.1.5. All nominations are to be made via the nomination form provided on the RACGP Awards website.
- 9.1.6. Nominees must be current financial members of the College and hold unconditional medical registration with the Australian Health Practitioner Regulation Agency.
- 9.1.7. Nominations may include supporting documentation, with examples of such documentation being:
- (a) A curriculum vitae
  - (b) Patient or community testimonials
  - (c) Data and graphs
  - (d) Evaluation reports

- (e) Photographs, video or audio.

## **9.2. Award Criteria**

9.2.1. The award will be judged on the following criteria:

- (a) Completed nomination form by two nominators, at least one of whom is an RACGP fellow;
- (b) Demonstrated commitment to the RG profession
- (c) Demonstrated commitment to professional development as an RG
- (d) Evidence of service to rural patients
- (e) Evidence of commitment and service to the rural practice in which the nominee works
- (f) Evidence of service to the rural community in which the nominee practice or has practiced

9.2.2. Only one award will be awarded each year.

9.2.3. The award will only be awarded if there is one outstanding individual candidate. If no such candidate nomination is received, the Rural Awards Sub-Committee can decide that no award be awarded in that year.

# **10. RURAL COMMUNITY RESEARCH PROJECT OF THE YEAR AWARD**

## **10.1. Nominations**

10.1.1. The Rural Community Research Project of the Year award is presented to an RACGP member that has completed an innovative research project over the last financial year which directly contributed to healthcare improvement in a rural or remote general practice and positively impacted the town's community.

10.1.2. The award is open to all RACGP members including Fellowship in Advanced Rural General Practice (FARGP) or Rural Generalist Fellowship recipients who have completed a community project as part of their training requirements.

10.1.3. The community project is an optional part of the population health requirement of the FARGP and Rural Generalist Fellowship.

10.1.4. Candidates who completed their Additional Rural Skills Training in Aboriginal and Torres Strait Islander Health are required to complete a community project.

10.1.5. Nominees can self-nominate for this award via the Community Research Project of the Year nomination form provided on the RACGP Awards website.

## **10.2. Award Criteria**

10.2.1. The award will be judged on the following criteria:

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

10.2.2. Only one award will be awarded each year.

10.2.3. The award will only be awarded if there is one outstanding individual candidate. If no such candidate nomination is received, the Rural Awards Sub-Committee can decide that no award be awarded in that year.



## 11. ADDITIONAL NOMINATION PROCEDURES

### 11.1. Call for and Publicising of Nominations

- 11.1.1. 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, GP Training, Rural Workforce Agencies, Rural Doctors Associate of Australia, GP student networks, selected universities and other rural health stakeholders.
- 11.1.2. Information on the nomination process, selection criteria and all relevant nominations forms will be uploaded to the RACGP Awards website on the date the nomination period opens.

### 11.2. Review of Nominations

- 11.2.1. Upon receipt of the nominations, the Awards Secretariat will review the nominations for compliance with eligibility rules.
- 11.2.2. Each nomination requires the Nominator to substantiate their recommendation with a clear demonstrable reason for the award.
- 11.2.3. Any nomination which does not fulfill requirement 12.2.2 will be returned to the nominator for further documentation.
- 11.2.4. The Awards Secretariat will provide all eligible and complete nominations to the Rural Awards Sub-Committee for consideration. These will be provided to the sub-committee at least 14 days prior to the annual adjudication meeting where possible.

### 11.3. Scoring

- 11.3.1. All nominations must be initially scored separately by each Rural Award Sub-Committee member out of session, using a standard scoring template to be provided by the Awards Secretariat.
- 11.3.2. Scores will be provided by each Rural Award Sub-Committee member to the Awards Secretariat who will collate the scores and provide a ranking of nominations for each award category.
- 11.3.3. Once all scoring sheets have been completed and received by the Awards Secretariat, only then will the Rural Award Sub-Committee meet to discuss the nominations in descending order of score rank.
- 11.3.4. The final recommendation is not based solely on the score. Each award is to be discussed and agreement reached by consensus.
- 11.3.5. In the event of a tied decision, the Rural Faculty Provost makes the final decision.

### 11.4. Release of Outcomes

- 11.4.1. On conclusion of the decision-making process, the Rural Faculty Chair will work with the Award Secretariat to inform winners via both email and telephone within 5 business days and forward the winner's details through to the national awards team to commence arrangements for attendance at the annual conference.
- 11.4.2. If any Rural Faculty members or Rural Council members challenge the outcomes of the award process after the fact, the Award Secretariat will seek advice from RACGP Legal.
- 11.4.3. After such an event described in 12.4.2. the Rural Awards Sub-Committee will convene to discuss the complaint and find a resolution.

### 11.5. Administration

- 11.5.1. The National Awards team will record the name and date of the award in the CRM for each award recipient and maintain an up-to-date list of all award recipients.
- 11.5.2. The National Awards team will notify the College media and publications departments regarding the nomination outcome process.

- 11.5.3. The College publications department will coordinate the profiles of the award recipients to be included in an appropriate RACGP publication.
- 11.5.4. 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 close of the nomination period.
- 11.5.5. The National Awards team will notify all Nominator(s) of unsuccessful submissions in writing within 10 business days following the conclusion of the annual RACGP conference.
- 11.5.6. The Awards Secretariat shall not provide details of the Nominators to award winners unless prior approval to do so is received by the Nominators.

## 12. AMENDMENT OF THESE TERMS OF REFERENCE

### 12.1. Minor Amendments

- 12.1.1. The Rural Awards Committee may make minor amendments to these Terms of Reference at any time.

### 12.2. Major Amendments

- 12.2.1. The Rural Awards Sub-Committee may make major amendments to these Terms of Reference at any time. Such amendments must uphold existing RACGP Awards processes and regulations.

## 13. RESPONSIBILITIES

### 13.1. Rural Faculty Awards Committee

- 13.1.1. Responsible for minor amendments.
- 13.1.2. Decides recipients of awards.

### 13.2. Rural Council

- 13.2.1. Responsible for alerting successful award applicants to award outcomes.

## 14. GLOSSARY

### 14.1. Major Amendment

- 14.1.1. An amendment which materially changes the operation of the Terms of Reference which is not otherwise a minor amendment.

### 14.2. Minor Amendment

- 14.2.1. 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.

## 15. POLICY REVIEW AND CURRENCY

### 15.1. Review

- 15.1.1. 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.
- 15.1.2. This policy remains valid and applicable notwithstanding if it is overdue for review.