

## **Terms of Reference**

### **Awards Committee**

#### **1. Purpose**

The committee is responsible for reviewing award nominations each year, selecting a preferred nominee and making a recommendation to the Doctors Nova Scotia Board for approval.

#### **2. Duties and Responsibilities**

Each year the Awards Committee invites nominations for the following awards:

- Dr. William Grigor Award
- Distinguished Service Award
- Rural Physician of the Year Award
- Physician Health Promotion Award
- Doctors Nova Scotia Senior Membership Award
- CMA Honourary Membership Award

The Committee must select a preferred nominee based on the award criteria and the documentation provided in the nomination package. In cases where there is more than one deserving nominee, which is often the case, the Committee will decide which nomination offers the most compelling case.

The Committee is also responsible for regularly assessing the awards program and criteria, and making recommendations to the Board regarding program enhancements when required.

Criteria for the nominations and awards are outlined in Appendices A & B. Additional selection criteria for the Committee is included in Appendix C.

#### **3. Committee Membership**

The Awards Committee is comprised of the Chair of the Board of Directors of Doctors Nova Scotia, who acts as Chair of the Committee, and four members of the Doctors Nova Scotia Board of Directors.

A new committee is selected each year.

#### **4. Committee Meetings**

##### **Frequency of Meetings**

The committee will meet twice a year by teleconference, usually in January and March. The Chair will determine if any additional meetings are required.

### **Quorum and Voting**

A minimum of three committee members will comprise a quorum. The preferred nominee for each award is selected by majority vote of the committee members in attendance at the meeting. The Committee Chair will cast the deciding vote only if required in the event of a tie.

<b>5. Accountability</b>
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The Awards Committee is advisory to and accountable to the Board of Directors of Doctors Nova Scotia. The committee will recommend award recipients for approval by the Board of Directors.

On occasions when award deadlines for approval do not align with the Board’s meeting schedule, the Executive Committee will have the authority to review and approve the Awards Committee’s recommendations.

APPENDIX A – Criteria for Nominations

APPENDIX B – Selection Criteria for Awards

APPENDIX C – Selection Criteria for Committee

## APPENDIX A – Criteria for Nominations

1. Nominators must be a member of Doctors Nova Scotia (DNS) in good standing. Self-nominations are ineligible.
2. Members are eligible for nominations if they are a member of DNS and fall into one of the following membership categories\* (see [membership definitions](#)):
  - Full members
  - Life members
  - Retired members
  - Members on Leave

*\*Nominators can contact DNS to confirm the membership category of their nominee if needed.*

3. Nominations must include the required documentation consisting of:
  - a completed nomination form;
  - a detailed letter of nomination providing evidence of your nominee's outstanding or significant contributions relevant to the award;\*\*
  - two additional letters of support; and
  - the nominee's curriculum vitae (maximum five pages).

*\*\*Nominations are evaluated on the contents of the nomination package, so please be clear and concise in demonstrating how the nominee meets the criteria.*

4. A nomination may be re-submitted in a subsequent year by the nominator. If a nominee does not receive an award in the year the nomination is submitted, the Awards Committee can choose to bring a nomination forward to the following year.
5. Awards may be given posthumously at the discretion of the Awards Committee. The Committee will make that determination on a case-by-case basis.
6. Any member of the Doctors Nova Scotia Board of Directors is not eligible for nomination to DNS awards, unless under exceptional circumstances.
7. Doctors Nova Scotia is under no obligation to present the awards annually. Awards will be granted only if suitable nominations have been received.
8. A nominee is not eligible to receive:
  - more than one award per year, or
  - the same award more than once in his/her career. A list of past award recipients can be found on the [Doctors Nova Scotia website](#).

## APPENDIX B – Selection Criteria for Awards

### DR. WILLIAM GRIGOR AWARD

Candidates must:

- be under the age of 50; and
- have made an outstanding contribution benefiting the health of Nova Scotians.

### DISTINGUISHED SERVICE AWARD

Candidates must:

- have made an outstanding contribution to the medical profession and to the people of Nova Scotia. The accomplishment must:
  - result in raising the standards of medical practice, or
  - involve an outstanding contribution to the advancement of the art and science of medicine.

### RURAL PHYSICIAN OF THE YEAR

Candidates must:

- have made an outstanding contribution to at least one of the following in rural communities of Nova Scotia:
  - the health of individuals;
  - various community groups; and/or
  - non-profit organizations.

### PHYSICIAN HEALTH PROMOTION AWARD

Candidates must:

- have made an outstanding contribution to health promotion or safety and preventative care among Nova Scotians.

### DOCTORS NOVA SCOTIA SENIOR MEMBERSHIP

Candidates must:

- be a member of Doctors Nova Scotia in good standing for the immediately preceding 10-year period;
- be at least 65 years old; and
- be seen as having earned great respect and high regard in the medical community.

### CMA HONORARY MEMBERSHIP

Candidates must:

- be a member in good standing of the CMA for the immediately preceding 10-year period
- be at least 65 years old; and
- have distinguished themselves in their medical careers by making a significant contribution to the community and to the profession.

## APPENDIX C – Selection Criteria for Committee

Some additional determinants that may help the Committee distinguish between the nominees:

*(This is just a guideline. The list of questions can be revised or customized as needed.)*

<b>Name of Candidate:</b>			
<b>Award:</b>			
	<b>Yes (2 points)</b>	<b>Somewhat (1 point)</b>	<b>No (0 points)</b>
Has the nominator clearly demonstrated how the nominee meets the criteria?			
Are many people positively impacted by the nominee or his/her work?			
Does it seem that this contribution would provide benefits beyond the community/province for which it was intended?			
Does this contribution serve a high risk or under-represented population?			
Are there very few doing similar work...is it unique?			
Is this work leading-edge or ground-breaking?			
Would it appear that the physician had to make personal or professional sacrifices?			
Diversity - Would the nominee be considered to represent a segment of the physician population that hasn't or rarely received this award in the past (i.e., gender, age, specialty)			
Sub-total:			
TOTAL:			