



PGME Awards Subcommittee Terms of Reference

PURPOSE

The Awards Subcommittee is a permanent body of the Office of Postgraduate Medical Education (PGME). The Awards Subcommittee reports to the Associate Dean, Office of Postgraduate Medical Education.

The purpose of the Awards Subcommittee is to facilitate the awarding of: Program Administrator Awards, Program Director Awards, Resident Awards, Fellow Awards, and Preceptor/Teaching Faculty Awards, via any or all of the following, as per individual award Terms of Reference or guidelines in the Office of Postgraduate Medical Education, the Cumming School of Medicine or external national groups or offices.

- Invitation of nominations
- Nomination and submission of potential award recipients to relevant bodies
- Selection of award recipients
- Delegation of a specific group to nominate and/or select award recipients.
- Documentation for external awards nominations

The scope of the Awards Subcommittee covers awards for all **current or exiting** Program Administrators, Program Directors, Residents, Fellows, or Preceptors.

MEMBERSHIP

A member of the Office of Postgraduate Medical Education Leadership Committee or a designate is responsible for striking and chairing the committee. Apart from the positions related to roles within the PGME Office, membership of the Awards Subcommittee is by invitation of the Chair and dependent on the terms of reference or guidelines of the specific award being considered.

Standing membership will be:

Three (3) year term, non-renewable:

- A member of the Cumming School of Medicine Awards committee.
- At least four senior educators* with broad representation from departments within the Cumming School of Medicine that support residency training programs.
- One resident
- One fellow

Permanent member:

- PGME QI and Accreditation Specialist
- At least one member of the PGME Leadership Committee.
- PGME Learning and Education Resource Specialist
- One member of the PGME Teaching Evaluation and Recognition Subcommittee



- PGME Manager, Office Administration

The position of Chair may be held by more than one individual. All individuals in these positions are invited to attend each Awards Committee meeting, however these named positions will hold one seat each for the purposes of establishing quorum and hold one vote for the purposes of voting.

Where specific award Terms of Reference require, guests may be invited to PGME Awards Committee for the specific purpose of adjudicating that award.

* Current or former Residency or Fellowship Program Directors, Department Vice-Chairs for Education

MEMBER RESPONSIBILITIES

- Understand and apply award-specific Terms of Reference or guidelines.
- Attend meetings.
- Contribute to discussion and decision-making of the committee.
- Participate in committee and/or ad hoc work that arises between meetings.
- Create a process to nominate potential awardees.
- Develop a process to facilitate the application for awards.
- Ensure that strong candidates are nominated for appropriate awards.
- Develop the means of tracking successful nominations.
- Recognize and celebrate recipients of awards.

REPORTING ACCOUNTABILITY

The PGME Awards Committee is advisory to the Associate Dean, Office of Postgraduate Medical Education.

FREQUENCY AND FORMAT OF MEETINGS

- The committee will meet at the call of the Chair to share best practices, discuss strategies, and review awards. There will be a minimum of two meetings per academic year. The academic year will commence on July 1st of the current calendar year and end on June 30th of the following calendar year.
- Meeting quorum shall be 60% or greater.
- The meetings can be conducted with attendees present by any combination of face-to-face, teleconference or videoconference.

PROGRESSION

There is a collective understanding that there is a continuum of recognition opportunities. To ensure we are supporting award recipients, we recognize that early and mid-career award recipients will need to be nominated as they progress through their career. These can be referred to as stepping-stone awards and are key to the progression of award recipients for national and international awards where applicable.



CURRENT MEMBERS

- Dr. Aliya Kassam
- Dr. Karen Fruetel
- Dr. Deidre Young
- Dr. James Scott
- Dr. Colleen Curtis
- Machel James
- Erin Weir
- Jennifer Glow
- Crystal Boisselle

REFERENCE

List of awards can be found here:

<https://cumming.ucalgary.ca/pgme/awards-grants-scholarships#awards>

HISTORY

2023-10-17 Created

2024.10.18 -Approved