



# UNIVERSITY OF CALGARY

## TERMS OF REFERENCE Best Waugh Resident Award Distributed Learning and Rural Initiatives (DLRI)

### **Background:**

The Best Waugh Resident Award in Distributed Learning and Rural Initiatives (DLRI) was created through the generous donation of James P. M. Waugh in honour of his grandfathers, Ruben James Waugh, and Robert Moore Best.

### **Purpose:**

The purpose of this award is to provide financial assistance to Family Medicine and Royal College residents pursuing a program in the area of rural medicine.

### **Award Value:**

Available funds will be determined annually by the University-established rate of disbursement from the endowment. The annual award value will be at the discretion of the Awards Selection Committee in Distributed Learning and Rural Initiatives.

### **Administration of the Award:**

The award will be administered by the Office of Distributed Learning and Rural Initiatives.

### **Selection Process:**

Award recipients can be nominated by a variety of means, listed below, and nominations will be reviewed by the standing Awards Committee in Distributed Learning and Rural Initiatives. To be eligible for the award, recipients must be enrolled in either the Family Medicine residency program or Royal College residency program and must demonstrate a substantial commitment to rural practice. Nominees must be in good academic standing at the time of nomination.

Residents can be nominated by the submission of a nomination letter provided by one of the following:

1. The Resident (must include letter of reference along with self-nomination letter)
2. Any rural physician who has supervised the Resident
3. The Distributed Learning and Rural Initiatives (DLRI) Associate Dean or Faculty Advisor
4. Residency program leadership (eg. Site directors, educational directors, department heads or program directors).

Selection shall be based on a demonstration of the Resident's:

- Commitment to rural practice
- Good academic standing
- Relevant experience
- Medical professionalism
- Currently enrolled in an educational program.

Calls for nominations for the award will be administered annually per the following suggested schedule:

- September- call for nominations
- December- recipient will be selected and announced

The cycle may be changed in the future in response to current needs.



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The Awards Committee in Distributed Learning and Rural Initiatives will be responsible for maintaining meeting minutes, circulating the call for nominations, and selecting recipients in alignment with the selection process outlined above. The Committee should include, at a minimum, the Distributed Learning and Rural Initiatives Associate Dean, a representative from both the Family Medicine Residency Program and a Royal College Residency Program, and at least one rural medicine resident. The Committee members should not have been involved in the nomination process for any of the nominees being considered and efforts should be made to name Committee members who are free from any undue or implied bias.

In the event that no suitable nominations are identified in a particular budget cycle, the funding will be recapitalized back to the endowment fund.

**Financial Administration:**

The Associate Dean of Distributed Learning and Rural Initiatives will be responsible for managing expenditures in accordance with the approved selection process. They will also be responsible for reporting to the Senior Associate Dean of Education on an annual basis regarding outcomes of the selection process and publicizing the results of the award to interested parties (eg. Department of Family Medicine, PGME, rural physicians and preceptors and resident physicians).

**Responsibilities of the Recipient:**

Recipients will be asked to participate in award publicity opportunities and will be encouraged to publicize the impact of award through a presentation such as at a DLRI rural health conference. Recipients will also be asked to write a reflection on rural health and on the award to be publicized through the DLRI. The nature of publicity around the award and the responsibilities of the recipient will be reviewed from time to time by DLRI in order to ensure effectiveness.

Recipients may be asked to participate in donor stewardship opportunities at the invitation of the Development and Alumni Engagement Office.

**Agreed:**

**For the Cumming School of Medicine**

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Dr. Jon Meddings  
Dean, Cumming School of Medicine

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2019

**For the Office of Distributed Learning and Rural Initiatives**

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Dr. Aaron Johnston  
Associate Dean, Distributed Learning and Rural Initiatives

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Nov. 27, 2019 2019