

Terms of Reference

The RANZCP Award for Excellence in Trainee Supervision and Clinical Education



DESCRIPTION

The RANZCP Award for Excellence in Trainee Supervision and Clinical Education (the Award) is an annual prize awarded to a Fellow or Affiliate for excellence in trainee supervision and/or clinical education.

ELIGIBILITY CRITERIA

The Award is made to an RANZCP Fellow or Affiliate who has made an outstanding contribution to trainee supervision and/or clinical education, as nominated by RANZCP Trainees.

The Award aims to recognise positive impacts not only on individual trainees, but also across wider cohorts. Recipients will be expected to have made a significant contribution to the positive learning trajectory for trainees and have made a broad impact over a period of time.

Fellows or Affiliates who are involved in formal supervision and/or clinical education of trainees are eligible.

Previous recipients of the Award will not be eligible to receive the Award on a further occasion.

FORM OF AWARD

The Award consists of a framed certificate and will be formally conferred during the College Ceremony at the RANZCP's annual College Congress. The Award does not include travel support for the recipient(s) to attend Congress.

FREQUENCY

The Award will be presented annually, although if there are no suitable nominees it will not be awarded for that year.

NOMINATION PROCESS

The RANZCP Award for Excellence in Trainee Supervision and Clinical Education is given by nomination only.

Nominations may be made by any two RANZCP Trainees, setting out their reasons for the nomination, and addressing the criteria outlined below.

Nominations must not exceed 500 words. Additional documentation can be supplied but is not essential.

Nominations for the Award must be made in the manner specified by the RANZCP.

You can consider nominating any Fellow or Affiliate for this Award, including if they have had career breaks or taken periods of extended leave, as long as you feel they meet the key selection requirements outlined below.

SELECTION REQUIREMENTS

The Selection Panel will consider all nominations based on their contributions and expertise in trainee supervision, education and development.

Nominations must show how the nominee has made a significant contribution to the positive learning trajectory for trainees and has made a broad impact over a period of time. This should be demonstrated by at least two of the following additional criteria:

- The trainee believes the supervisor provided an environment that the trainee found conducive for learning and clinical education on a regular basis;

- Demonstrated evidence of developing innovative approaches for the education of trainees;
- Advocated for trainee education and training in the workplace and/or beyond;
- Demonstration of a significant contribution to the promotion of well-being for trainees in the clinical context of health and well-being for doctors and self-care.

SELECTION PANEL COMPOSITION AND OPERATION

The Selection Panel shall consist of the Chair of the Bi-National Committee for Trainees (Convenor), the Deputy Chair of the Bi-National Committee for Trainees, the Chair of the Trainees' Advisory Council (Appointed Director, Trainee) and a past chair of the Bi-National Committee for Trainees.

At least one member of the Selection Panel must be from Australia and at least one from New Zealand. If no selection panel members are from New Zealand, then the Convenor will choose an appropriate replacement. Achieving appropriate diversity, including gender balance, will also be considered when forming the Selection Panel.

In the case of a member of the selection panel not being available, the Chair of the Selection Panel should advise possible alternate arrangements.

Involvement in the Selection Panel may include a meeting with other panelists to review the candidates and come to an agreement on the winner, after review and scoring has taken place.

A majority of the Selection Panel will need to agree that one of the submitted nominations is sufficiently meritorious, for the Award to be made that year. If necessary, the Chair shall have both a deliberative and casting vote.

It is the responsibility of all members of the selection panel to comply with the [RANZCP Declaring and Managing Conflict of Interest Guideline](#) and to promptly take appropriate action to effectively manage the conflict of interest. In the event that a conflict of interest is identified:

1. the Chair will be responsible for addressing the conflict and taking appropriate steps to ensure the integrity of the selection process is maintained; or
2. where the Chair declares a conflict of interest, and it is not possible to make alternative arrangements, the decision will be deferred to the remaining members of the selection panel.

FINAL DETERMINATION

The panel is responsible for recommending to the RANZCP Board a person for receipt of the Award. After reviewing the scoring and comments of each Selection Panel member, the Convenor will determine the highest ranked nominee. This will then be confirmed by the Panel. The Board will have final determination for this Award.

Revision Record

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