

## **Terms of Reference**

### **Department of Medicine Awards Committee**

#### **Purpose:**

The DoM Awards Committee's role is to recognize excellence in the clinical and academic activities of faculty members by nominating them for meritorious awards. Where appropriate, the Committee will recommend the creation of new Departmental awards to reward currently unrecognized areas of excellence. The Committee is also responsible for selecting recipients of Departmental education awards.

#### **Membership:**

- Director of Education, Department of Medicine (Chair)
- Head/Chief, Department of Medicine (ex officio)
- Director, Departmental Postgraduate Medical Education
- Chair, Undergraduate Education Committee
- Two Department members at large
- Saint John representative
- Education Coordinator or delegate (also Recording Secretary) (*ex officio*)

#### **Chair:**

The Director of Education or their designate will chair the meetings.

#### **Voting/Quorum:**

All members may vote. In the event of a tie vote, the Chair will cast the deciding vote. A quorum will be 50% plus one.

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

Three (3) scheduled meetings per year (January, May and September).

#### **Attendance:**

Representatives are to attend at least 75% of the meetings.

**Reports to:**

This Committee reports directly to the Department of Medicine Executive/Divisional Chiefs Committee.

**Specific Responsibilities of the DoM Awards Committee include:**

1. Reviewing the award categories applicable to Department members and identifying potential nominees and nominators. Where applicable, Committee members will assist in preparing nomination packages.
2. Developing new departmental award categories to recognize excellence in Faculty achievement.
3. Select recipients of DoM Excellence in Medical Education awards, the Brian M. Chandler Lifetime Achievement in Medical Education Award, the Annual Outstanding Resident awards by PGY level, the DoM Achievement award and other future departmental awards as decided by the Committee in consultation with Executive and Department Heads.

Approved by: Department of Medicine Executive March 4, 2015