



ROYAL COLLEGE
OF PHYSICIANS AND SURGEONS OF CANADA
COLLÈGE ROYAL
DES MÉDECINS ET CHIRURGIENS DU CANADA

**Regional Advisory
Committees (RACs)**

Comités consultatifs régionaux (CCR)



2017 Mentor of the Year Award Guidelines and Nomination Form

GUIDELINES

The Mentor of the Year award was established to recognize Fellows of the Royal College in good standing who have had a significant impact on the development of students, residents and/or colleagues. The nominee must have demonstrated their ability to be an excellent role model and teacher while inspiring change and continuous improvement as described in the CanMEDS framework. The award is open to all Fellows of the Royal College working in any practice setting (e.g., private practice, community, academic).

General Policies

- The nominee must be a Fellow of the Royal College in good standing.
- For each nominee there must be one lead nominator, and two to four letters of support. At least two nominators must be Fellows of the Royal College in good standing.
- Previous recipients are not eligible to be nominated in the future.
- Self –nominations will not be accepted.
- Close-relation (for example a spouse, sibling, parent, grandparent or child) nominations will not be accepted.
- There will only be one recipient of the Mentor of the Year Award per region.
- The award is adjudicated by a sub-committee of the Regional Advisory Committee (RAC)
- The Membership Unit will work with the lead nominator and the recipient to arrange to present the award (plaque) at an appropriate existing event (such as specialty meeting, rounds, faculty lunch etc.).
- Whenever possible, a RAC member will present the award to the recipient at the chosen, existing event.
- Nominators' identities will be revealed to the successful recipient in his/her letter of notification.
- If your nominee becomes an award recipient, the Royal College reserves the right to reproduce content from this nomination package, including quotes from nomination letters, in promotional communications.
- Upon request of the lead nominator, unsuccessful nominees will receive a letter from the Royal College notifying them of their nomination

Nomination Process

The lead nominator is responsible for submitting the entire nomination package, electronically and in one PDF. All Royal College communications related to the nomination shall be with the lead nominator. The nominations package must consist of:

- Completed nomination form (by the lead nominator).
- Two to four letters of support.
 - Each letter of support must speak to the nominee's leadership, role modelling and teaching experiences, as outlined in this nomination form.
 - Each letter of support must include the author's email address.
- A current CV for the proposed nominee.

Please note: Handwritten nomination forms / letters of support will not be accepted.

Submission deadline: Friday, March 10, 2017, 8 :00 pm EST



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2017 Mentor of the Year Award

NOMINATION FORM

This nomination form has been created as an Adobe PDF fillable form file. To view, complete, save and print this form, you will need Adobe Reader. This software can be obtained free for Mac and PC users from the following site: <http://get.adobe.com/reader/>

Name of **Nominee**: _____

Nominee's email address: _____

Nominee's mailing address: _____

Name of **Lead Nominator**: _____

Nominator's email address: _____

Length of time nominator has known the nominee: _____ years

Please describe how the nominee demonstrates the following CanMEDS competencies:

Be a Role Model for others:

- Work with physicians and other colleagues in the health care professions to promote understanding, manage differences and/or resolve conflicts.
- Engage in the continuous enhancement of their professional activities through ongoing learning.
- Integrate best available evidence into practice.

Example:

Be an exceptional teacher:

- Teach students, residents, colleagues, patients and/or other health care professionals in formal or informal contexts.
- Recognize the influence of role-modeling and the impact of the formal, informal, and/or hidden curriculum on learners.
- Promote a safe learning environment
- Provide feedback
- Assess and evaluate learners, teachers and/or programs in an educationally appropriate manner

Example:

Inspire Change and Continuous Improvement:

- Contribute to the improvement of health care delivery in teams, organizations and/or systems.
- Facilitate change in health care to enhance services and outcomes.
- Demonstrate a commitment to physicians' health and well-being to foster optimal patient care.

Example:

How has your relationship with the nominee impacted your career/practice?

If your nominee is unsuccessful, would you like them to be advised of their nomination? Yes No

Notes to lead nominator:

The Royal College will work with the lead nominator to arrange for presentation of the award (plaque) at an appropriate existing event (specialty meeting, rounds, faculty lunch, etc.).

Please send completed nomination form and letters of support **electronically only in one PDF** to the applicable Regional Advisory Committee Chair (one only):

Region 1: British Columbia, Alberta, Yukon Territory and Northwest Territories – rac1chair@royalcollege.ca

Region 2: Saskatchewan and Manitoba – rac2chair@royalcollege.ca

Region 3: Ontario and Nunavut – rac3chair@royalcollege.ca

Region 4: Quebec – rac4chair@royalcollege.ca

Region 5: New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland and Labrador –
rac5chair@royalcollege.ca

Handwritten or faxed nomination forms/letters of support will not be accepted.

For inquiries regarding the Mentor of the Year award, please contact:

Ms. Melanie Blackburn, Grants Administrator, Membership Services

Email: awards@royalcollege.ca Tel: 1-800-668-3740 ext. 355 /613-730-8177 ext.355