

Supervisor of the Year Award Policy

1. Purpose

The purpose of this policy is to outline the process for nominating and awarding the Royal Australasian College of Medical Administrators (**College**) Supervisor of the Year Award (**Award**).

2. Scope

This policy applies to Candidates, Jurisdictional Committee Chairs, members of the Candidate Advisory Committee and the Education and Training Committee, Board Directors and Staff.

3. Policy statement

3.1 Intent

- 3.1.1 The College recognises Supervisors' major contribution to training, mentorship and competency development.
- 3.1.2 The College awards one Supervisor of the Year Award for outstanding support, education, guidance and advocacy to Candidates undertaking the RACMA Fellowship Training Program.

3.2 Eligibility

To be eligible for nomination of the Supervisor of the Year Award, the following must be met:

- a) The Supervisor must be a direct supervisor to the nominating Candidate. Supervisors with multiple Candidates may be nominated by multiple Candidates.
- b) The Supervisor must have been specifically allocated to the Candidate for a continuous period of at least 6 months prior to the nomination.
- c) The Supervisor does not have to be a Fellow of the College but must be actively engaged in the field of medical administration and provide a major contribution to the Candidate's training.
- d) If a Fellow, the Supervisor must be in good standing with the College.

3.3 Criteria for Award

The recipient of the Award must:

- a) have actively supported Candidates' training opportunities and the development of their competencies
- b) demonstrate outstanding level of engagement with the Candidate and other College stakeholders involved in the Candidate's training.

3.4 Nominations

- 3.4.1 The College Office will seek nominations annually from Candidates.
- 3.4.2 Candidates complete the nomination form and return it to the College Office.
- 3.4.3 The College Office seeks feedback on the nominations from the relevant Jurisdictional Committee Chair and the Candidate Advisory Committee (CAC).
- 3.4.4 Nominations will not be accepted after the closing date.

3.5 Decision

- 3.5.1 The nominations, together with feedback, are forwarded to the Education and Training Committee (ETC) for selection of the successful recipient. If an ETC member is nominated for the Award, they must recuse themselves from the deliberation.
- 3.5.2 The ETC will select the nominee to recommend to the Board for the Award. They may decide not to recommend anyone.
- 3.5.3 The Board will receive the nomination, together with feedback, of the nominee selected by ETC.
- 3.5.4 The Board will decide the Award recipient. The Board may decide not to bestow an Award in any given year.
- 3.5.5 The College Office will advise the recipient, the Chair of the Jurisdictional Committee of the recipient's jurisdiction and all nominators of the outcome.
- 3.5.6 The Award will be presented to the recipient at the conferment ceremony.

3.6 Financial Implications of the Award

Expenses incurred by the recipient to receive the Award are not reimbursed.

4. Related documents

- RACMA Constitution
- Supervisor of the Year Award Nomination Form

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