

# Distinguished Fellow Award Policy

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## 1. Purpose

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

## 2. Scope

This policy applies to Fellows, Jurisdictional Committee Chairs, Board Directors and Staff.

## 3. Policy statement

### 3.1 Intent

The College awards one Distinguished Fellow Award per calendar year to recognise the distinguished meritorious service of a College Fellow to the wider healthcare system.

### 3.2 Eligibility

To be eligible for nomination of the Distinguished Fellow Award, a nominee must:

- a) meet the criteria for award
  - i. exceptional performance of normal duty does not justify an award
  - ii. there must be justification of outstanding service to the greater healthcare system
- b) be a Fellow in good standing with the College.

### 3.3 Criteria for Award

The recipient of the Award must:

- a) have provided outstanding achievement in medical administration
- b) demonstrate an ongoing dedication to public service as a healthcare professional
- c) demonstrate leadership and innovation within healthcare
- d) have accomplished remarkable achievement in the wider healthcare system
- e) be recognised by their peers as an exemplary College Fellow.

### 3.4 Nominations

3.4.1 The College Office will seek nominations annually from Jurisdictional Committee Chairs and Board Directors.

3.4.2 The nominator completes the nomination form and return it to the College Office.

3.4.3 The College Office will verify nominations and submit to the Board.

3.4.4 Nominations will not be accepted after the closing date.

### 3.5 Decision

3.5.1 Assessment of nominations will be conducted by the Board.

3.5.2 The confirmed nominations are forwarded to the Board for consideration. If a Board Director is nominated for the Award, they must recuse themselves from the deliberation.

3.5.3 The Board will decide the Award recipient. The Board may decide not to bestow an Award in any given year.

3.5.4 The Board will notify the Jurisdictional Committee Chair of the recipient's jurisdiction of their decision and authorise the Jurisdictional Committee Chair to inform the successful recipient.

3.5.5 The College Office will notify other 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
- College Award Nomination Form

Document information			
Type:	Policy - Governance	Approval Date:	April 2024
Custodian:	Manager, Membership and Engagement	Approved by:	Board
Version:	v1.0	Endorsed by:	Governance Working Group
Next Review: 3 years from approval date or earlier if required			
Uncontrolled when printed			
Revision history			
Version	Date	Description	
v1.0	April 2024	New Policy replacing the Distinguished Fellow Award Regulation v1.3 (rescinded)	