

Created: March 6, 2025

Original Approval Date: March 13, 2025

Effective Date: March 14, 2025

Review Date: September 2028

## PGME Fellowship Teaching Award Terms of Reference

<b>Office of Accountability:</b>	Faculty of Medicine & Dentistry (FoMD)
<b>Office of Administrative Responsibility:</b>	Postgraduate Medical Education (PGME)
<b>Approver:</b>	PGME Fellowship Education Committee (FLEC)
<b>Classification:</b>	Terms of Reference
<b>Scope:</b>	Fellowship Teachers

### Purpose

The Office of Postgraduate Medical Education (PGME) within the Faculty of Medicine and Dentistry has many fellowship training programs within which teachers enhance the knowledge, skills and aptitudes of fellowship trainees. This award is to recognize, on an annual basis, a fellowship program director or fellowship teacher/preceptor who best exemplifies the Teacher qualities indicated below in their interactions with fellowship trainees.

### Overview

#### 1. NUMBER

This can be awarded to one fellowship teacher per annum.

#### 2. CRITERIA

- a. A role model of professional integrity
- b. A generous and reflective teacher is passionate about teaching and listens and adjusts teaching content and style according to the needs of the learner, while providing a supportive learning environment
- c. An individual who inspires, encourages and challenges learners to foster critical thinking and reflective practice including modelling by soliciting feedback on their own clinical or education practices
- d. A mentor who provides timely and constructive feedback on a continuous basis and assists with any required changes to assist the learner reach their potential in preparation for a career in a specialist area of medicine
- e. An individual committed to life-long learning and the sharing of knowledge with those they teach.

#### 3. LIMITATIONS

The award will not be given to any individual more than once in any ten year period.

#### 4. NOMINATION

- a. Nominations will be requested in the spring of each year.
- b. Any fellow registered in a PGME Fellowship at the University of Alberta may nominate one preceptor, teacher or faculty member for the award.
- c. A nomination package must be submitted via online application Awards & Recognition and include the following:
  - i. The teacher's name and fellowship program
  - ii. The nomination must describe the qualities of the nominee that make them an outstanding teacher in relation to the criteria above.
- d. All nominations must have a second fellow (or a group) that endorses or agrees with the nomination. If there is only one fellow in the fellowship program, the second nominator can be a previous (graduated) fellow, fellows from a different, but associated, fellowship, or a senior learner (senior resident).
- e. Self nominations are not permitted.

#### 5. SELECTION

- a. Members of the PGME Fellowship Education Committee (FLEC) will review all nominations and rank order using a standardized scoring matrix. "Fellowship Teaching Award- Scoring Matrix"
- b. The nomination with the highest ranking overall will be given the award.
- c. Members of FLEC who are nominated for the award will not be included in the voting process or in any Committee discussion of the nominees.
- d. The nominator will be informed of the status of their nomination. Nominees will be informed of their nomination, regardless of outcome.
- e. Notification of the award will go to the recipient as well as their Department Chair. They will receive a certificate and their name will be engraved on the PGME Fellowship Teaching Award that is displayed in the PGME Office, University of Alberta.
- f. Nominations that are deemed to be worthy of re-consideration will be carried over for review and ranking for one additional year. If the nomination is going to be reconsidered, the nominator will be asked to send an update at the time of the call for nominations during the next award period. Any deficiencies in the nomination can also be corrected at that time.
- g. The award will be recognized /presented at the PGME Fellowship Program Administrator and Fellowship Director meeting in May/June with an offer to additionally present at a year end Departmental Meeting/Ceremony if appropriate.