

DMSS Terms of Reference: Awards

Revised March 18, 2024

Awards Presented at Annual DMSS Med Ball and Banquet***For Faculty*****Professor of the Year Award (2)**

- a. Shall be awarded in recognition of teaching excellence from among the full and part time members of the Faculty of Medicine.
- b. Shall be chosen by the second and third-year classes, respectively, by popular vote for teaching excellence in the previous year.
- c. This award is to be inscribed or engraved to include the name with degrees, and the year awarded.
- d. A permanent record of this award shall be kept in the trophy case in the Sir Charles Tupper Medical Building.
- e. Shall be presented by the Class Co-Presidents of the respective classes at the Annual Dalhousie Medical Students' Society (DMSS) Med Ball and Banquet

Dalhousie Medicine Excellence in Resource Stewardship Award (1 NB and 1 NS)

- a. Awarded to deserving physicians in the Faculty of Medicine who demonstrate the importance of resource stewardship and Choosing Wisely recommendations to learners through any aspect of medical education (lectures, tutorials, pre-clerkship electives, clerkship rotations, etc.).
- b. The recipients of the award will be leaders in practicing resource-conscious medicine. This annual award is given to two physicians (one from the DMNS campus and one from DMNB campus) who consistently demonstrate an exemplary attitude toward teaching students about implementing resource stewardship in a clinical setting. The recipients will be outstanding advocates in the cultural shift toward practicing high-value care in medicine.
- c. Students from all four years will be able to nominate a clinician for the award and the nomination should include the following:
 - i. Full name and email address of the nominator
 - ii. Respective campus
 - iii. Full name and email address of the nominee/physician
 - iv. Department/specialty of physician
 - v. Up to 500 words explaining why this physician is deserving of the Dalhousie Medicine Excellence in Resource Stewardship Award
 - vi. The selection committee will follow up with the nominated physician for a current CV
- d. Each campus will have its own selection committee composed of the following:
 - i. The current Dalhousie Choosing Wisely – Student and Trainees Advocating for Resource Stewardship (STARS) for the respective campus
 - ii. One STARS student from a previous school year
 - iii. Choosing Wisely NS Physician Champion or NB equivalent
 - iv. Up to two representatives from Choosing Wisely NS or NB
 - v. DMSS VP Medical Education

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- e. A permanent record of the award shall be kept in the respective Medical Student Lounge and will be engraved with the selected names of the recipient (with degrees) and year awarded.
- f. Recognition of the successful award recipients will be included in the Doctors NS and New Brunswick Medical Society's monthly newsletter.
- g. Shall be presented at the annual DMSS Med Ball and Banquet by one of the student committee members.

For Students

Med1

Rock Solid Award (1 NB and 1 NS)

- a. This award is presented to the first-year student who has made significant contribution to, or has shown leadership within, the greater first year class community at each Dal Med campus, but who may not have otherwise received recognition for their efforts. The person who receives this award must be of sound character.
- b. The members of the first-year class executive (Co-Presidents, Vice Presidents, Secretary/Treasurer, and Curriculum Representative) are excluded from winning the award.
- c. Members of the first-year class shall be asked to nominate fellow classmates for the award two weeks prior to the Annual DMSS Med Ball and Banquet. These nominations shall be sent to the first year Class Co-Presidents via email.
- d. The recipient of the award shall be selected by the first-year class executive from the nominated pool.
- e. The award shall consist of:
 - i. In NS, a large rock plaque, which will be kept in the DMSS trophy case in the Medical Student Lounge.
 - ii. In NB, a plaque, which will be kept hanging in the DMNB foyer.
- f. The awards shall be presented by the first year Class Co-Presidents at the Annual DMSS Med Ball and Banquet.

Med2

Outstanding Intramural Participation Awards (2 NB and 2 NS)

- a. Selection of two (2) outstanding intramural participants for each campus will be made at the end of each intramural year.
- b. The DMSS Sports and Wellness Representatives and intramural team captains shall decide upon the winners of this award.
- c. Each award shall consist of a trophy, which will be kept in the DMSS trophy case in the Medical Student Lounge or a plaque hanging in the DMNB foyer.
- d. The awards shall be presented by the DMSS Sports and Wellness Representative at the Annual DMSS Med Ball and Banquet.

Outstanding Humanities Participation Awards (2 NB and 2 NS)

- a. This award exists to recognize up to two medical students for each campus who have made a significant contribution to Humanities at Dalhousie Medical School.

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- b. Where possible, at each campus, preference should be given to students in two different areas of the humanities (e.g. music, visual arts, creative writing, dance, etc).
- c. Selection will be made on the timeline as set out by the VPI
- d. The DMSS Humanities Representatives, in consultation with the Director of Medical Humanities-HEALS, shall decide upon the winners of this award.
- e. Each award shall consist of a trophy/plaque, which will be kept in the DMSS trophy case in the Medical Student Lounge.
- f. The awards shall be presented by the DMSS Humanities Representatives at the Annual DMSS Med Ball and Banquet.

Graham Creighton Award (1 NB and 1 NS)

- a. This award is made by the DMSS in memory of Graham Creighton, a member of the Class of 1969, who died accidentally during his second year of medical school.
- b. Two recipients of this award shall be chosen by the second-year class prior to the Annual DMSS Med Ball and Banquet.
 - i. This person who receives this award must be of sound character and have contributed much to the spirit of his/her class, whether it be in academic matters or extracurricular activities.
 - ii. Each class member will submit, by secret ballot, a maximum of three (3) names to the Vice-President of the Med3 class. The names should be accompanied by the figure 1, 2, or 3. These numbers pertain to first, second, and third choice. The relative weight of first choice will be three points, choice two will be two points, and choice three will be one point.
 - iii. In the event of a tie procedures shall be followed as laid out in the DMSS Terms of Reference Election, Appointments, and Voting Section 4.
- c. Each award shall consist of a one-hundred-dollar (\$100.00) bursary (paid for by the DMSS) and a plaque, which will be kept in the DMSS trophy case in the Medical Student Lounge.
- d. The award shall be presented by the Med2 Class Co-Presidents at the Annual DMSS Med Ball and Banquet.
- e. When the award is presented, a brief synopsis of the award shall be explained by the presenter.

Med3

Wood-Stonehouse Memorial Award (1 NB and 1 NS)

- a. The scholarship shall be awarded by the DMSS in memory of medical students Merrill Wood and Greg Stonehouse. The award is to be given to two (2) third-year medical students (one from each campus). The persons who receive this award must be of sound character and have contributed much to the spirit of their class, whether it be in academic matters or extra-curricular activities.
- b. Each third-year medical student will name, by secret ballot, a maximum of three (3) names to the Vice-President of the Med2 class. The names should be accompanied by the figures 1, 2, or 3. These numbers pertain to first, second, and third choice. The relative weight of first choice will be three points, choice two

- will be two points, and choice three will be one point. The Vice-President will then tally the points for each student in the class. In the event of a tie procedures shall be followed as laid out in the DMSS Terms of Reference Elections, Appointments, and Voting, Section 4 Majority Voting.
- c. Each award shall consist of a one-thousand-dollar (\$1000.00) bursary (paid by the Dean's Office) and a plaque, which will be kept in the DMSS trophy case in the Medical Student Lounge. Send name(s) of recipients to the Dean's Office Finance.
 - d. The award shall be presented by the DMSS President at the Annual DMSS Med Ball and Banquet.
 - e. When the award is presented, a brief synopsis of the award shall be explained by the presenter.
 - f. A photo, video or letter from the recipients will be shared with the Director of Finance in the Dean's Office and/or the Development Officer for Faculty of Medicine in the Dalhousie Medicine Alumni Association Office to be given to the families.

L. B. MacPherson Award (1)

- a. The award shall be presented by DMSS to the third-year student from either campus who has contributed most to the furthering of Student-Faculty relations and communications (curriculum development, etc.) in their year.
- b. The recipient is to be selected by the third-year class at the same time and by the same balloting procedure as the Wood-Stonehouse Memorial Scholarship.
- c. The award shall consist of a one-hundred-dollar (\$100.00) bursary (paid for by the DMSS) and a plaque, which will be kept in the DMSS trophy case in the Medical Student Lounge.
- d. The award shall be presented by the DMSS VP Medical Education at the Annual DMSS Med Ball and Banquet.
- e. When the award is presented, a brief synopsis of the award shall be explained by the presenter.

Med4

Dr. James Clarke Award (1 NB and 1 NS)

- a. The James Clarke Award exists to recognize a medical student in their final year, one from each campus, who has made an outstanding contribution to student life at Dalhousie Medical School.
- b. The recipients shall have demonstrated leadership and service (which may include advocacy) to the student body as a whole and shall have demonstrated outstanding school spirit and contributed to the same. Additionally, the recipients should have demonstrated these qualities not just during a single year, but throughout their tenure at Dalhousie Medical School.
- c. The award recipient will be made known to Dr. James Clarke promptly upon the selection of the annual award recipient by the VP External. Dr. James Clarke, Department of Diagnostic Radiology, QEII Health Science Centre (james.clarke@cdha.nshealth.ca; 902-473-7943).
- d. The award recipient shall be selected by a committee consisting of:
 - i. DMSS Vice-President External, who shall serve as Chair of the

- Committee and shall only vote in the case of a tie.
- ii. DMSS Past-Vice-President External, who shall exclude themselves from the Committee if they are nominated for the award.
 - iii. The Co-presidents of all four medical class executives.
 - 1. The co-presidents from each class shall share one (1) total vote.
 - 2. In the case that one class president is nominated for the award, this student shall exclude themselves from the Committee, and the other class president shall take their place.
 - iv. One of either the Assistant Dean of Student Affairs or the Director of Student Affairs. Which of these two individuals shall sit on the Committee in any given year will be decided by the Student Affairs Office before the Committee first meets.
 - v. An invitation shall be extended to Dr. James Clarke annually to participate in the selection committee before the committee first meets. Dr. Clarke is therefore not a requisite member of the Committee but shall be a voting member when he is able to accept the invitation.
- e. Committee members nominated for the award shall remove themselves from the Committee according to the above guidelines unless they decline the nomination (in which case they may remain on the Committee).
- f. The award selection shall be organized by the Chair of the Committee (DMSS Vice-President External), with the aid of the DMSS Past-Vice-President External. The selection process shall begin at least seven (7) weeks prior to the Annual DMSS Ball and Banquet, with a call for nominations for the award from the student body sent out at that time. The nominations period shall remain open for a period of no less than seven (7) and no greater than ten (10) days. Nominated students shall then be contacted by the Committee Chair. If they choose to accept the nomination, students shall have seven (7) days to submit a cover letter to the Chair of no longer than two hundred and fifty (250) words outlining why they feel they deserve the award. In addition, the nominee shall submit a curriculum vitae of their contributions to student life during their tenure at Dalhousie Medical School. The Chair shall then distribute all nominees' submitted letters and curriculum vitae to the Committee (no later than four (4) weeks prior to the Annual DMSS Ball and Banquet), and shall organize a meeting of the Committee for the purpose of selecting the award recipient if necessary. The award recipient shall be selected no later than three (3) weeks prior to the Annual DMSS Med Ball and Banquet. The Chair shall then ensure that the bursary and plaque (see below) will be ready to present at the Annual DMSS Med Ball and Banquet.
- g. The award will be presented by the Vice-President External at the Annual DMSS Med Ball and Banquet.
- h. Each award shall consist of a one-hundred-dollar (\$100.00) bursary (paid for by the DMSS) and a plaque, which will be kept in the DMSS trophy case in the Medical Student Lounge.
- i. When the award is presented, a brief synopsis of the award shall be explained by the presenter.

Any Year**Dr. Stuart "Robbie" Robinson Award (1)**

- a. This award is to recognize outstanding student performance in the Research in Medicine Program as judged by being awarded top prize in the platform presentations during the annual Research in Medicine Day.
- b. The award shall consist of a one-hundred-dollar (\$100.00) bursary (paid for by the RIM Office) and a plaque, which will be kept in the DMSS trophy case in the Medical Student Lounge.
- c. The award will be presented at the Annual DMSS Med Ball and Banquet.
- d. When the award is presented, a brief synopsis of the award shall be explained by the presenter.

Awards Presented at the Annual Graduation Gala***For Faculty*****Silver Shovel Award (1)**

- a. Shall be awarded in recognition of teaching excellence from among the full and part time members of the Faculty of Medicine.
- b. The Med4 class shall nominate potential candidates and the Med 4 class should select a recipient by February 28th as facilitated by the Convocation Representatives.
- c. Permanent record of this award (such as an engraved shovel) shall be kept in the trophy case in the Sir Charles Tupper Medical Building which is coordinated by the DMAA.
- d. Shall be presented to the recipient by the Med4 Class Co-Presidents at the Annual Graduation Gala.
- e. Clinical teaching faculty shall be limited to receiving this award no more than once in a four-year period, and to a maximum of three times in his or her career.

For Staff**Honorary Member of the Graduating Class (1)**

- a. This award was established to recognize someone who has gone above and beyond their duties and in doing so has contributed significantly to various aspects of student life. Persons to be considered for this award will include supporting staff members of Dalhousie University, and will not include a student, professor, dean, or physician.
- b. The Med4 class shall nominate potential candidates and the Med 4 class should select a recipient by February 28th as facilitated by the Convocation Representatives.
- c. This award will be presented at the Annual Graduation Gala by the Co-Presidents of the graduating class.

For Residents**Resident Teacher of the Year Award (1)**

- f. Shall be awarded in recognition of teaching excellence from among the residents of the Faculty of Medicine.
- g. The Med4 class shall nominate potential candidates and the Med 4 class should select a recipient by February 28th as facilitated by the Convocation Representatives.
- h. Shall be presented to the recipient by the Med 4 Class Co-Presidents at the Annual Graduation Gala.
- i. Residents shall be limited to receiving this award no more than once during their residency career.

For Students**Gold & Silver Medical “D” Awards**

- a. Each year the DMSS shall award Gold & Silver Medical “D”s to students of the graduating class who have made significant contributions to their class, the DMSS, and Dalhousie Medicine as a whole over the past four years. The recipients shall be selected based on the total score from both objective and subjective scores as follows in subsections c through i of this section.
 - i. There shall be a maximum of thirteen (13) awards given out, including a maximum of three (3) Gold Medical “D”s.
 - ii. Gold “D” awards are intended to recognize the utmost dedication to a student’s class and the Dal Med community.
- b. These awards shall be presented at the Graduation Gala by the DMSS President and Past President.
- c. Students will be nominated for a Gold & Silver Medical “D” Award by their Med 4 peers or through self-nomination. Students must accept this nomination with 1) a written letter and 2) a curriculum vitae (CV) including their involvement throughout their medical education. Feedback from the Med 4 class will be solicited on the nominees which will be used to help the Awards Committee in their deliberations.
- d. The Gold & Silver Medical “D” Awards Committee will consist of the DMSS President, the DMSS Past President, and six (6) members of the Med 4 class who have not been nominated for the Gold & Silver Medical “D” Awards. The DMSS President and DMSS Past President should select members of the Med 4 class who can provide unbiased advice on candidates.
 - i. At least two (2) of the six (6) members of the Med 4 class must be from the DMNB campus.
- e. The role of Awards Committee Members is as follows:
 - i. To award a subjective score as outlined in section f.
 - ii. To discern the allocation of the total number of Gold “D” Awards and Silver “D” Awards as outlined in subsection h.
 - iii. Specifically, during deliberations, the DMSS President and Past President shall speak to role requirements, historical context, and impact of the nominee

- on the school as a whole
- f. The subjective score shall be awarded to each nominee through committee discussion.
- i. The Awards Committee shall assign points from zero through three (0-3) in each of the categories in Table 1, for each nominee.
 - ii. The Awards Committee shall base the assignment of points on:
 - The feedback from their classmates solicited by the DMSS President,
 - their classmates' nominee rank order, and
 - the nominee's written letter.
 - iii. Subjective points categories are as follows: Outstanding class and/or school spirit, extra-curricular involvement, leadership, and overall impact on Dalhousie Medicine. These are summarized, with their maximum category points, in Table 1.
 - iv. These subjective points shall be tallied to produce a subjective score.
- g. The objective score shall be tallied as per the objective scoring grid (Table 2), which awards points by roles held. These roles will be self-reported and confirmed by the Awards Committee.
- i. The objective score points tally shall occur following deliberations of the subjective criteria, thus blinding the Awards Committee to the objective score.
 - ii. The DMSS President and Past President will each independently calculate the objective scores as per the nominees' CVs. To the best of their ability, self-reported information shall be confirmed with existing records, independent faculty members and/or independent student organizations.
 - iii. The points associated with each position in Table 2 should only be considered if the individual has satisfactorily completed the duties of the position, as judged by the Awards Committee.
 - iv. After the objective scores have been tallied, Awards Committee members have 24 hours to request to review the objective scores.
- h. The objective score shall be added to the subjective score by the DMSS President and Past President for a total score for each nominee. These shall be presented to the Awards Committee at least 24 hours after the objective scores have been sent to the Awards Committee.
- i. The nominees with the highest total score(s) shall make up the Gold and Silver Medical "D" Award winners, with higher scores corresponding to Gold "D" awards and lower scores corresponding to Silver "D" awards.
 - ii. The Awards Committee may award up to a maximum of 3 Gold "D" Awards and a maximum of 13 total Gold and Silver "D" Awards.
 - iii. In the event of a total score tie, the Awards Committee is tasked with resolving the tie as a committee.
- i. The timeline for the Gold and Silver Medical "D" Awards shall be guided by the DMSS President in conjunction with the DMSS Past-President, who shall:
- i. Solicit nominations by March 31st of each year and shall accept nominations for seven (7) days.
 - ii. E-mail nominees to inform them of their nomination by April 9th

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- iii. Collect nominee acceptance packages (see subsection c) no later than April 19th.
- iv. Solicit each member of the graduating class to provide feedback and their preferred rank list(s) on nominees by April 9th and accept these until April 19th.
- v. Convene the first deliberation meeting of the Gold & Silver “D” Award Committee by April 24th.
- vi. Convene, at their discretion, subsequent committee meetings to conduct the business laid out in these terms of reference “Gold and Silver Medical “D” Awards. Award winners should be selected no later than May 1st.
- vii. Communicate award winners to the Dalhousie Medical Alumni Association (DMAA) for award engraving by May 1st.

Categories for Subjective Points	Maximum Subjective Points per Category
Class and/or school spirit	3
Extra-Curricular Involvement	3
Leadership	3
Overall impact on Dalhousie Medicine as a whole and throughout their entire tenure at Dalhousie Medicine	3

Position	Weight ⁴
DMSS President	15
DMSS Vice-President Medical Education	13
DMSS Vice-President Internal	13
DMSS Vice-President Finance	8
DMSS Vice-President Dalhousie Medicine New Brunswick	12
DMSS Vice-President Communications	10
DMSS Vice-President Equity, Diversity & Inclusion	8
DMSS Vice-President External	8
DMSS Past President	8
DMNB Treasurer	7
New Brunswick External Liaison	8
DMNB Technology & Communications Representative	5
DSU Representative	3
DMSS Member-at-Large (1 NS & 1 NB)	3
Global Health Liaison Sr. (1 NS & 1 NB)	7
DMSS Sports & Wellness Representative (1 NS & 1 NB)	7
DMSS Lounge Manager (1 NS)	5
DMSS Humanities Representative (1 NS & 1 NB)	4
DMSS Provincial Reps (NS & PEI)	4
DMSS Chairperson	4

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DMSS IT Officer	3
DMSS Everest Co-Chairs (2 NS & 2 NB; cumulative Sr. & Jr.)	3
DMSS Government Affairs and Advocacy Committee Representatives (cumulative Sr. & Jr.)	3
DMSS Library Representative *Last held by Class of 2025	1
DMSS Student Diversity and Inclusion Liaison * <i>this position was last held in 2022 by the Class of 2024 - please remove once graduated</i>	2
DMSS Student Diversity and Inclusion Co-Chair (excludes VP EDI)	4
Dalhousie Medical Journal Editor (cumulative over 3-year term)	5
Class Co-President (Med1 & Med2)	4
Class Co-President (Med3 & Med4)	8
Class Euphoria Chairs (2 NS & 1 NB)	4
Class Vice-President (1 NS & 1 NB)	3
Class Curriculum Representative	3
Class Secretary/Treasurer	2
Class Lounge Representative	1
Class Elections Officer	1
Research in Medicine Representative (Med 1-4)	1
Unit Representative (Med1 and 2)	1
Skilled Clinician and Clinical Experiences Representatives (Med1-4)	2
Service Learning Representative (Med1 and 2)	1
Unit Representative (Med3)	2
Track Representative (Med3) <i>Class 2024 last class with track representatives</i>	2
Graduation Representatives (Med3 & Med4, cumulative over both years)	7
Orientation Week Committee Chairs (4 NS & 3 NB)	4
Yearbook Editor(s) *Last held by Class of 2025	3
Conference of Atlantic Medical Students Organizers	1
Ask A Medical Student Representatives (3 NS & 2 NB)	2
Interest Group Executive	1
Local Officers under Global Health Initiative	1
Student Diversity & Inclusion Committee Member	1
Student Affairs Wellness Liaison (SAWL)(cumulative over 4 years)	6
DMSS Standing Committee Member	1
Indigenous Medical Students' Association Co-President	7
Indigenous Medical Students' Association Treasurer	5
Indigenous Medical Students' Association VP Medical Education	5
Indigenous Medical Students' Association VP Advocacy	5
Indigenous Medical Students' Association VP Communications	3
Dalhousie Black Medical Students' Association President	8
Dalhousie Black Medical Students' Association VP Finance	5
Dalhousie Black Medical Students' Association VP Communications	6
Dalhousie Black Medical Students' Association VP Events	6
Dalhousie Black Medical Students' Association VP External	5
⁴ <i>Points awarded per year position held, unless otherwise noted</i>	

Other Awards

Hippocratic Pine Cone Plaque

- a. This award was established to recognize a faculty or staff member who has distinguished themselves by making significant and lasting contributions to undergraduate medical education at the Faculty of Medicine. This is not to be an annual award; rather it can be awarded on occasions when the DMSS wishes to acknowledge a deserving member of the faculty or staff. Nominations can be brought to council by any member of the executive council and must be approved by two-thirds (2/3) majority vote of council. The award consists of a plaque engraved with the crest and logo of the DMSS.

Award Engraving Information

Awards Presented at Annual DMSS Med Ball and Banquet

- a. All awards are to have a permanent record; a plaque of this award shall be kept in the trophy case in the DMSS trophy case in the Medical Student Lounge.
- b. Each award shall additionally have an individual small plaque, which the winner may keep following presentation at the Annual DMSS Med Ball and Banquet.
- c. All awards shall be purchased & engraved by the VPI or a delegate they select and paid for by the DMSS.

Awards Presented at the Annual Graduation Gala

- a. Any annual engravings and individual framed awards are completed and paid by the DMAA.
- b. Convocation Representatives and DMSS President shall provide names to the DMAA by late April.