

## **DMSS Terms of Reference: Awards**

**Revised May 8<sup>th</sup>, 2018**

## **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, 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 President(s) of the respective classes at the Annual DMSS Med Ball and Banquet

### ***For Students***

#### **Med1**

##### **Rock Solid Award (1 NS and 1 NB)**

- 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 (President, Vice President, and Secretary/Treasurer) 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 President 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 a large rock plaque, which will be kept in the DMSS trophy case in the Medical Student Lounge.
- f. The awards shall be presented by the first year Class President at the Annual DMSS Med Ball and Banquet.

#### **Med2**

##### **Outstanding Intramural Participation Awards**

- a. Selection of the outstanding male and female intramural participants will be made at the end of each intramural year.
- b. The DMSS Sports and Wellness Representative 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.

- d. The awards shall be presented by the DMSS Sports and Wellness Representative at the Annual DMSS Med Ball and Banquet.

#### Graham Creighton Award

- 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. The recipient of this award shall be chosen by the second year class two weeks 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 extra-curricular 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.
- 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 Med2 Class 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.

#### **Med3**

##### Wood-Stonehouse Memorial Award (see Terms of Reference for Endowment for more details)

- 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 third year medical students. 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.
- c. The award shall consist of two one thousand dollar (\$1000.00) bursaries (paid by the Dean's Office<sup>1</sup>) 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 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.

L. B. MacPherson Award (see Terms of Reference for Endowment for more details)

- a. The award shall be presented by DMSS to the third year student 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

- a. The James Clarke Award exists to recognize a medical student in their final year who has made an outstanding contribution to student life at Dalhousie Medical School.
- b. The recipient 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 recipient 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<sup>2</sup>.
- 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 Presidents of all four medical class executives.
    1. In the case of co-presidents, the two co-presidents from the class shall share one (1) total vote.
    2. In the case that a class president is nominated for the award, this student shall exclude themselves from the Committee, and the class vice-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 three (3) 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 fourteen [14] days prior to the Annual Ball and Banquet), and shall organize a meeting of the Committee for the purpose of selecting the award recipient. The award recipient shall be selected no later than ten (10) days 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. 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.
- 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

- 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 DMSS) 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. If the recipient is in their Med4 year when they are awarded best platform presentation, then the award will be presented at the Graduation Gala.
- d. When the award is presented a brief synopsis of the award shall be explained by the presenter.

Dr. Ronald D. Stewart History of Medicine Prize

- a. The prize is donated and named in honour of Dr. Ronald D. Stewart in recognition of his significant contribution to student life at Dalhousie University, medical education and medical humanities, particularly in the field of the history of medicine.
- b. This prize, valued at \$1000 for up to three (3) students, shall be awarded to a student who is presenting original, scholarly research in the history of medicine at one of the following (or similar) meetings:
  - i. Annual Conference of the Canadian Society for the History of Medicine
  - ii. Annual Meeting of the American Osler Society
  - iii. American Society for the History of Medicine Annual Meeting
  - iv. Annual Meeting of the European Association for the History of Medicine and Health
- c. The prize shall be administered by the Dr. Ronald D. Stewart Prize Awarding Body consisting of:
  - i. Dr. Ronald D. Stewart
  - ii. Director, Medical Humanities, Dalhousie Medical School
  - iii. President, History of Medicine Society, Dalhousie University
  - iv. Humanities Representative Nova Scotia, Dalhousie Medical Students' Society
  - v. Humanities Representative New Brunswick, Dalhousie Medical Students' Society
  - vi. President, John Stewart Society for the History of Medicine, Dalhousie University
- d. Applicants shall be judged on:
  - i. An abstract of the project;
  - ii. A brief, 2-page CV, centered on the medical humanities;
  - iii. A letter of support from the students' faculty sponsor outlining the applicant's qualifications and interest in the history of medicine.
- e. The medical humanities administrator shall notify students of the prize each year before May 30<sup>th</sup> and will send a reminder to student prior to July 31<sup>st</sup>.
- f. Student entering the Med1 Class will be notified of the prize and deadlines during the Humanities Breakfast during Orientation Week.
- g. Students shall submit their application each year by September 15<sup>th</sup>.
- h. The Awarding Body (c. above) shall notify prize winners each year by September 30<sup>th</sup>.
- i. Successful applicants will be announced during the Annual DMSS Med Ball and Banquet.
- j. When successful applicants are announced, a brief synopsis of the prize shall be explained by the presenter.
- k. Success applicants will be listed on a plaque, which will be kept in the DMSS trophy case in the Medical Student Lounge

## **Awards Presented at the Annual Graduation Gala**

### ***For Faculty***

#### Silver Shovel Award

- 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 select potential candidates. The recipient shall be chosen from the candidates by the fourth year medical class by February 28th.
- c. Permanent record of this award (such as an engraved plaque) shall be kept in the trophy case in the Sir Charles Tupper Medical Building.
- d. Shall be presented to the recipient by the Med 4 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

- 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. A call for nominations shall go out to the members of the Med4 class from the co-Presidents of the Med4 class by February 7<sup>th</sup> of their final year.
- c. Nominations shall be sent to the co-Presidents of the Med4 class from members of the Med4 class by February 14<sup>th</sup> of their final year.
- d. These nominations shall be sent to each member of the Med4 class by the co-Presidents of the Med4 class by February 21<sup>st</sup> of their final year.
- e. Each fourth-year Medical student shall then rank their top three (3) candidates. The ranking pertains 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.
- f. On February 28<sup>th</sup>, the co-Presidents will tally the points for each nominee.
- g. 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

- f. Shall be awarded in recognition of teaching excellence from among the residents of the Faculty of Medicine.
- g. A call for nominations shall go out to the members of the Med4 class from the co-Presidents of the Med4 class by February 7<sup>th</sup> of their final year.

- h. Nominations shall be sent to the co-Presidents of the Med4 class from members of the Med4 class by February 14<sup>th</sup> of their final year.
- i. These nominations shall be sent to each member of the Med4 class by the co-Presidents of the Med4 class by February 21<sup>st</sup> of their final year.
- j. Members of the Med4 class shall select their candidate of choice from the list of potential candidates by February 28<sup>th</sup> of their final year.
- k. Permanent record of this award (such as an engraved plaque) shall be kept in the trophy case in the Sir Charles Tupper Medical Building.
- l. Shall be presented to the recipient by the Med 4 Class co-Presidents at the Annual Graduation Gala.

Residents shall be limited to receiving this award no more than once during their residency career.

### ***For Students***

Dr. Stuart "Robbie" Robinson Award – potentially awarded, please see above.

### Gold & Silver Medical “D” Awards

- a. Each year the DMSS shall award Gold & Silver Medical “D”s to deserving students of the graduating class. There shall be a maximum of thirteen (13) awards given out, including a maximum of three (3) Gold Medical “D”s.
- b. These awards shall be present at the Graduation Gala by the DMSS Past President.
- c. The Gold & Silver Medical “D” Awards Committee will consist of the DMSS President, the DMSS Past President and five (5) members of the Med4 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 Med4 class who can provide an unbiased advice on candidates.
  - i. At least one (1) of the five (5) members of the Med4 class must be from the DMNB campus.
- d. The recipients shall be selected on the basis of *both* objective and subjective criteria, including the nominee’s written letter, a class survey and the weighting criteria outlined below. These areas shall serve as a source of information for the Awards Committee to make their decision, in a holistic approach. The awards committee will examine how each individual has impacted the medical school experience for their class and all the other classes during their tenure at Dalhousie Medicine.
- e. The objective criteria are based on 1) the scoring grid below (Table 1) and 2) Med4 students’ rankings of Gold & Silver “D” nominees.
  - i. The scoring grid judges nominee’s class participation and activity within the DMSS. It should be understood that the points associated with each position should only be considered if the individual has satisfactorily completed the duties of the position as judged by the Gold & Silver “D” awards committee.
  - ii. The DMSS President will disseminate a list of nominees and solicit each member of the graduating class to provide a rank list of and comment on



these nominees in terms of their contributions to student life during their tenure at Dalhousie Medical School.

- f. The subjective criteria include demonstration of outstanding class spirit, sports involvement, and leadership or involvements that are not formal class positions. The selection committee should weigh the objective and subjective criteria, and may adhere to them to the extent that they feel is appropriate for a given class.
- g. The DMSS President shall:
- i. solicit nominations by April 15<sup>th</sup> of each year and shall accept nominations for seven (7) days.
  - ii. e-mail nominees requesting their acceptance of the nomination by April 25<sup>th</sup>.
    1. If the nominee is self-nominated, this request is assumed.
  - iii. solicit each member of the graduating class to provide a rank list of and comment on nominees by April 27<sup>th</sup> and shall accept these rank lists and comments for seven (7) days.
  - iv. tabulate the scores for each nominee by May 10<sup>th</sup> and distribute these to the Gold & Silver "D" Award Committee convene a meeting of the Gold & Silver "D" Award Committee by May 17<sup>th</sup> of each year.

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

Terms of Reference for the Dalhousie Medical Students' Society	2018 -19
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DMSS Everest Co-Chairs (2NS & 2NB; cumulative Sr. & Jr.)	3
DMSS Government Affairs and Advocacy Committee Representatives (cumulative Sr. & Jr.)	2
DMSS Maritime Resident Doctors Representative	2
DMSS Library Representative	1
DMSS Professionalism Representative	1
DMSS Student Diversity and Inclusion Liaison	2
Dalhousie Medical Journal Editor (cumulative over 3 year term)	5
Class President (Med1 & Med2)	4
Class co-President (Med 3 & Med4)	8
Class Euphoria Chairs (2NS & 1NB)	4
Class Vice-President	3
Class Curriculum Representative (1NS & 1NB)	3
Class Secretary/Treasurer	2
Class Bar Representative	1
Class Returning Officer	1
Unit Representative (Med1 and 2)	2
Block Representative (Med3)	2
Track Representative (Med3)	2
Grad Week Coordinator(s)	5
Orientation Week Committee Chairs (3NS & 2NB)	4
Yearbook Editor(s)	4
Atlantic Medical School Conference Organizers	3
Ask A Medical Student Representatives (3NS & 2NB)	2
Interest Group Coordinator	1
Global Health Advocate	1
4 = points awarded per year position held, unless otherwise noted	

### 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.

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1= Send name(s) of recipients to Christina MacNeil, Dean's Office Finance (christina.macneil@dal.ca).

2 = Dr. James Clarke, Department of Diagnostic Radiology, QEII Health Science Centre (james.clarke@cdha.nshealth.ca; 902-473-7943).

3= The position of IT Officer junior will end with the Class of 2020