# ACFP AWARDS PROGRAM NOMINATION FORM

## Recognition of Excellence (ROE) Award

The Alberta College of Family Physicians (ACFP) annual Awards Program recognizes the outstanding commitment and dedication of its members. Please complete the following nomination form in its entirety as **incomplete forms will not be accepted**.

Nominations are due **April 1, 2025**, and may be sent via mail, email, or fax to:

**Alberta College of Family Physicians**

#370, 10403–172 Street

Edmonton, AB T5S 1K9

**Email**: [ACFPAwards@acfp.ca](mailto:ACFPAwards@acfp.ca)

**Telephone:** (780) 488-2395

**Fax**: (780) 488-2396

### NOMINEE INFORMATION

|  |  |
| --- | --- |
| **First and Last Name of Nominee:** | **CFPC Membership # (if known):** |
| **Office Address - City/Province /Postal Code:** | |
| **Home Address - City/Province/Postal Code:** | |
| **Phone Number:** | |
| **Email Address:** | |

### NOMINATOR INFORMATION

|  |
| --- |
| **First and Last Name of Nominator**: |
| **Preferred Address (Home/Office) – City/Province/Postal Code:** |
| **Phone Number:** |
| **Email Address:** |
| **Signature:** |

## Recognition of Excellence (ROE) Award – Nomination Form

### AWARDS CRITERIA and Attestation

The **Recognition of Excellence Award** recognizes members who, in the past 24 months have made an outstanding contribution in one or more of the following areas: patient care, community service, hospital or health care institutions, College activities, teaching, research, and other elements of the academic discipline of family medicine. This award is based on nominations from peers or members of the public and all who meet eligibility are welcome to submit a nomination.

**Examples of outstanding contributions may include, but are not limited to the following:**

* Significant humanitarian work on a global basis
* Establishment of a training program
* Delivery of an educational program unique to the needs of an at-risk population
* Excellence in clinical practice to disadvantaged communities
* Leadership in primary care renewal projects, hospitals or program
* Development of an innovative research project that contributes to the improvement of day-to-day clinical practice

**Eligibility Criteria**

* The nominee is an ACFP/CFPC member who has been in good standing for at least one year
* The contributions being recognized must have occurred in the past two years (24 months)
* The nominee is **NOT** a current member of the ACFP Board or the Member Engagement and Recognition Committee
* The nominee has **NOT** received this award previously (to the best of your knowledge)
* This nomination package includes: a completed nomination form providing details on how the nominee meets the award criteria and **at least two\* letters of recommendation** (one from a patient, one from a peer)
* Each nomination is made by a peer of the nominee or member of the public

**Attestation**

**As the nominator, I attest that to the best of my knowledge the nominee meets the ACFP’s award criteria for the Recognition of Excellence Award as listed above.**

*\*Submissions are encouraged to include more than two letters of recommendation but should not exceed more than five letters.*

### sUPPLEMENTAL Materials

Although not mandatory, the following elements are **strongly encouraged** in the submission of a nomination package (up to 10 pages/attachments in length):

Patient testimonials (one-two pages)

Additional letters of support from peers, community organizations or groups, health professionals/administrators, etc. (two-three pages)

Relevant media reports, pictures, etc. (one page)

For more information on the Awards program, visit [bitly.com/acfp-awards](https://bitly.com/acfp-awards)

## Recognition of Excellence Award – Nomination Form

### Questionnaire

The adjudication of each nomination is based on the breadth and depth of each nomination package. The answers provided to the following questions along with the attachment of any supplemental materials will be what the Member Engagement and Recognition Committee review.

1. **Please identify the specific area(s) in which the nominee has made outstanding contributions in the past 24 months and describe how their efforts have made a positive impact.***Examples of outstanding contributions include:*

* *Clinical practice*
* *Charitable or humanitarian work*
* *Innovative research program*
* *Leadership during a community health crisis*
* *Establishing or developing a health care program*
* *Leadership in a hospital or region health care setting*
* *Teaching*

*<Type in this box or attach response on a separate sheet of paper (~250-500 words)>*

1. **Provide a specific example where the nominee has gone “above and beyond” the expectations of a family physician.**

*<Type in this box or attach response on a separate sheet of paper (~250-500 words)>*

1. **Explain why this nominee deserves the Recognition of Excellence Award.**

*<Type in this box or attach response on a separate sheet of paper (~250-500 words)>*