

# EDMONTON & NORTHERN ALBERTA AMBASSADOR

## ROLE AND RESPONSIBILITIES

- ▶ Ambassador to the University of Alberta's Postgraduate Medical Education Office
- ▶ PARA Board representative for PARA members enrolled with the University of Alberta
- ▶ Support to PARA Assembly delegates enrolled with the University of Alberta
- ▶ Liaison between PARA and the U of A Medical Students' Association

## INTERNAL RESPONSIBILITIES

- ▶ Monthly Executive Board videoconferences
- ▶ Report on committee meetings and other relevant communications
- ▶ Mentorship of incoming ENAA – introduce to duties and responsibilities (normally done at Executive Retreat)

# MEMBER OF THE FOLLOWING

## EXTERNAL COMMITTEES

### **Edmonton Zone Medical Staff Association (EZMSA) and Zone Advisory Forum (ZAF)**

- ▶ Monthly meetings
  - ▶ Held at Misericordia Hospital, 5:30 p.m.
- ▶ Two ZAF meetings annually
- ▶ Proxy and Observers are welcome (advise committee contact)
- ▶ Voting information is not available
- ▶ PARA Assembly report required

### **U of A PGEC (Executive Committee) and PGME (All Program Directors welcome & observers)**

- ▶ Meetings are scheduled by PGME office
- ▶ A proxy is able to attend – must advise PGME office prior to meeting
- ▶ Observers are only able to attend the meetings where all the program directors are invited
- ▶ PARA Assembly report required

## INTERNAL COMMITTEE

### **Nominations & Awards Committee (NAC)**

- ▶ Co-chair (with CSAA)
- ▶ See Guidelines and Terms of Reference for details

# YOUR COMMITTEES

## Nominations & Awards Committee (NAC)

### TERMS OF REFERENCE

To ensure that PARA Awards are given each year and to ensure that PARA nominations for stakeholder awards are prepared and submitted.

#### **Objectives**

- ▶ To ensure that resident physician awards are given – Resident of the Month (ROM), Resident Physician Leadership Award and Resident physician Mentorship and Teaching Award.
- ▶ To ensure that PARA Awards of Excellence for Clinical Teaching and Resident Physician Well-being are given each year to all possible recipients (U of A, U of C, and rural).
- ▶ To ensure that the PARA Interdisciplinary Awards are given each year.
- ▶ To ensure that the PARA Conference Sponsorship recipients are chosen in a timely manner.
- ▶ To ensure that the Wellness Research Initiative funds are awarded each year.

#### **Expectations of Committee Members**

- ▶ To actively participate in all teleconference meetings.
- ▶ To actively promote awards with colleagues and encourage nominations for the awards both internal (ROM, Resident Physician Mentorship, Resident Physician Leadership and Conference Sponsorship) and external (Clinical Teaching, Well-being, Interdisciplinary).
- ▶ To actively participate in the determination of award winners.

#### **Membership**

- ▶ Calgary & Southern Alberta Ambassador (Co-chair)
- ▶ Edmonton & Northern Alberta Ambassador (Co-chair)
- ▶ Assembly Delegates
- ▶ General Members
- ▶ PARA Staff Lead

#### **Reporting Relationship**

- ▶ Advisory to the PARA Assembly
- ▶ Accountable to the PARA Executive Board

#### **Term**

Annual

#### **Meetings**

NAC should meet as needed by teleconference in order to make the decisions required regarding the awards.

# GUIDELINES

## **Roles and Expectations of the NAC**

- ▶ Champion improving the awareness of resident physicians and stakeholders of PARA awards and opportunities.
- ▶ Liaise with program liaisons, chief residents, general members, program directors, staff and other health-care providers to recruit nominations for the PARA Awards.
- ▶ Adjudicate, [where necessary], recipients for the PARA Awards and opportunities, including but not limited to, the PARA Awards of Excellence - Clinical Teaching and Well-being, Interdisciplinary Award, Resident Physician of the Month Award, Resident physician Leadership Award, and the Resident physician Mentorship and Teaching Award.
- ▶ Select the sponsorship recipients for the PARA Conference Support Program from applications received.
- ▶ Select the recipients for the Wellness Research Initiative funding from the applications received.

## **Roles and Expectations of the NAC Co-Chairs**

- ▶ Provide direction and leadership to committee members on nomination recruitment.
- ▶ Schedule and chair meetings to adjudicate recipient decisions where required.
- ▶ Ensure documentation of the meetings' proceedings.
- ▶ Report to the PARA Staff on committee decisions.
- ▶ Report to the PARA Assembly on committee decisions.

## **Roles and Expectations of the Staff lead**

- ▶ Advise NAC on previous award outcomes to ensure diverse recipients.
- ▶ Action award delivery and communication.