Dietitians Australia General Policy and Procedure Manual

Awards

Award of Merit

# Rationale and Purpose of Award

This award recognises individual or group of members (s), from any Full membership category\*, who have made a contribution to Dietitians Australia ***and/or*** the profession worthy of particular recognition (and who do not qualify for other awards) made at Branch/Local or National level. It is not necessary for awards to be made every year, if it is considered that there are no appropriate candidates. The number of awards in any year is not limited.

*\*Full membership category – Australian recognised dietetic qualifications*

# Form of the Award

The successful nominee will receive:

* The award presented at the Dietitians Australia Awards Ceremony
* A framed *Award of Merit* certificate
* Their name and photo published in the Dietitians Australia Annual Report along with a short outline of the service for which the award is given
* Their name listed in the Awards section of the Dietitians Australia website
* Their name promoted through various member communication channels as part of overall award promotions (I.e., social media, Share Plate and/or direct email)

Where a group of members achieve an award of merit, each member will receive a certificate that notes the award was as part of a group for a specific purpose.

This award may be used by Branches as a designated award and named as such eg. the Barbara Chester Award. The selection process remains the same. Any additional recognition provided with such a designated award shall be approved by the Board.

# selection criteria

These awards are in recognition of substantial contribution to the profession **and/or** Dietitians Australia by a current full Dietitians Australia member given **within the past three years**.

To be eligible for an *Award of Merit*, the following criteria **must** be met. The contribution must:

1. be worthy of particular recognition (but does not meet the criteria for any other Dietitians Australia Award).
2. fall within the past three years, be continuous for a minimum of a 6-month period and be outside normal work commitments.
3. relate to the development, recognition, or work of Dietitians Australia **and / or** the profession at either a Branch/Local or National level (this must be indicated on the nomination form).

To support the nomination, demonstrated evidence in **one or more** of the following domains must be provided:

|  |  |
| --- | --- |
| Domain | Evidence *(EXAMPLE ONLY)* |
| Advances the profession of nutrition and dietetics | Demonstrated influence in progression of dietetics. |
| Engages in personal and professional development of self and of others | Innovative contribution to teaching and supporting the professional development of dietitians |
| Engages in quality learning and teaching, training/supervision | Demonstrates effectiveness in transfer of skills and knowledge to others |
| Effectively implements change | Demonstrating innovation / excellence in practice which advances the profession at a national level |
| Recognised as an expert resource and advocate | Leadership in an area of nutrition and dietetics in Australia. Dietitians Australia Board member, National Interest Group Convener, Dietitians Australia Representative at National Level |
| Evaluates and disseminates practice and evaluation, research or quality improvement outcomes widely | A consistent track record of peer reviewed articles in the national and international literature in relation to nutrition and dietetics |
| Manages complex problems effectively in ways that enhance outcomes while navigating service requirements and stakeholder relationships | Contribution to the growth of the profession within Australia, and to its recognition by involvement with other organisations and authorities |

Some tips for nominators

* Proposers of awards need to be aware of making a strong case for the award for the nominee. Please assume the assessors have no prior knowledge of the nominee and although the nomination process should not be arduous, nominators should still present a strong case, particularly when addressing work outside of normal work commitments.
* Rather than just listing your nominee’s participation on committees, working parties, external group include the impact this group had under their leadership e.g. they were able to advocate for a policy change, they were able to secure funding, they increased dietetic staffing etc. etc.
* Report on the outcomes they produced as a result of their work e.g. a report, publication, workshop
* Indicate the benefit this had for the dietetic profession e.g. increased profile of APDs, had an advocacy success

Use the following to assist in providing evidence for one or more of the domains:

* Develops **innovative** methods and approaches
* **Inspires** and motivates others
* Demonstrates **impact** on health and nutrition outcomes and/or services
* Exerts significant **influence**

# Nomination Process

The Board of Directors, Committees, Branch Committees, Interest Groups and members may nominate annually any number of candidates for an *Award of Merit*.

1. Nominations must be submitted on the official Nomination Form (Appendix 1).
2. Nominations and supporting documentation must be in electronic form and in Word format for the preparation of reports.
3. Save this document in a different name: that of the person being nominated   
   (eg: JONES\_Mary – 2023 Award of Merit).
4. Nominations and supporting documentation must address the selection criteria.
5. Names of nominators (proposer and seconder) including signatures must be supplied on the Nomination Form.
6. Add electronic signature where available. Where not available, a signed copy will need to be scanned and emailed to the Award and Recognition Advisory Committee (ARAC) Secretariat with the nomination submission.

Nomination documentation as outlined above must be submitted to the ARAC Secretariat [awards@dietitiansaustralia.org.au](mailto:awards@dietitiansaustralia.org.au?subject=2022%20Award%20of%20Merit%20Application) by **COB Monday 16 January 2023.**

**Late applications will not be accepted.**

# Method of Selection

* The ARAC will be responsible for the selection.
* The ARAC will consider nominations in accordance with the selection criteria.

Members are eligible to receive more than one *Award of Merit*, on different occasions, for a different contribution. A member may also be nominated again for the same body of work after a 5-year period. However, if nominated this way, the contribution must be significantly new and different from that of their previous award.

# Notification and Award Presentation

* The successful nominees and the member/s who made nominations will be notified in March 2023 of the ARAC’s decisions regarding their particular nominations.
* The successful nominee will receive the award in an official presentation at the Dietitians Australia Awards Ceremony at the Conference Dinner in July 2023 or Branch Annual Meeting (or other appropriate ceremony), whichever is applicable.
* The successful nominee will need to submit a high-resolution professional photo for publishing in Dietitians Australia awards promotions and Annual Report.

## Appendix

1. Award of Merit Nomination Form

# Appendix 1: Award OF merit Nomination Form

**Nominations will only be considered if submitted on this Form**

Nominee’s Title and Name:

Nominee’s Employer (organisation):

Nominee’s Manager’s Name:

Is the nominee being nominated at a **branch or national** level:

Demonstrate how the nominee has met the **essential** criteria. Attach additional information if necessary.

Provide evidence for how the nominee has demonstrated they have met a **minimum of one** of the Domains. Evidence provided across multiple domains will strengthen the nomination. Attach additional information if necessary.

|  |  |
| --- | --- |
| Domain | Evidence |
| Advances the profession of nutrition and dietetics |  |
| Engages in personal and professional development of self and of others |  |
| Engages in quality learning and teaching, training/supervision |  |
| Effectively implements change |  |
| Recognised as an expert resource and advocate |  |
| Evaluates and disseminates practice and evaluation, research or quality improvement outcomes widely |  |
| Manages complex problems effectively in ways that enhance outcomes while navigating service requirements and stakeholder relationships |  |

Provide a brief (Maximum 100 words) citation **suitable for publishing in the Annual Report** summarising the nominee’s relevant achievements.

Provide a short biography (maximum 200 words) **suitable for publishing in the Annual Report**.

Proposer’s name (1): Seconder’s name (2):

Employment Position: Employment Position:

T: T:

Signed by:

Proposer: Seconder:

Date: Date:

Email completed application forms to ARAC Secretariat [awards@dietitiansaustralia.org.au](mailto:awards@dietitiansaustralia.org.au?subject=2022%20Award%20of%20Merit%20Nomination)

**Completed forms must be received at the National Office by 5pm AEDT Monday 16 January 2023**