

Honours and Awards Policy and Guidelines

Purpose and Scope

This policy and procedure governs the criteria, policy and processes for the awarding of The Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG; the College) honours and awards on individuals who have contributed to the work of the College and/or women's health more broadly.

This document provides a summary of the individual honours and awards, as well as the eligibility criteria and associated processes for conferring College honours and awards.

The awarding of one specific honour and/or award does not preclude an individual being bestowed with another honour and/or award at a later date.

1. Background

RANZCOG bestows many awards to Fellows, members, individuals and groups who have made a significant contribution to the ongoing success and championing of the highest standards of healthcare for women throughout Australia, New Zealand and the Pacific.

RANZCOG therefore recognises these efforts through the consideration and conferral of an appropriate Honour or Award to be conferred upon an individual or group based on their nomination.

2. Process and consideration of nomination

- 2.1 The nomination period is open for three months during the year, from the beginning of March until the end of May, with nominations being consolidated by the Committee Coordinator and sent to Committee members for judging before being considered at the July meeting of the RANZCOG Honours Committee and the RANZCOG Board. Nominations must be made by a Fellow or Associate (Procedural) of the College. Nominations are made using the online nomination form and made in a generic manner whereby; a specific Award or Honour is not suggested by the nominator within the nomination. A nomination should clearly stipulate the contributions the individual or group has made in the area of College work and/or women's health. The Honours Committee will consider the nomination and allocate any of the following awards: Honorary Fellow, RANZCOG Excellence in Women's Health Award, Distinguished Service Medal, Distinguished Service Award, and the RANZCOG Service Certificate.
- 2.2 ALL nominations must be completed using the online nomination form with a supporting nomination letter addressed to The President and a Curriculum Vitae of the nominee provided.
- 2.3 Honours Committee will consider all nominations received and will allocate the most appropriate honour or award to the individual or group, based on the nomination received and, in order to complete its evaluation, may make such confidential enquiries and seek further information about the nominee, as the committee thinks fit.
- 2.4 Throughout the nomination process, including the deliberations of the Honours Committee, strict confidentiality will be observed and should also be observed by nominators alike.
- 2.5 The Honours Committee, in putting forward recommendations of nominations for honours and awards to the RANZCOG Board, shall include full details of the nomination including all documentation supplied with the nomination.

- 2.6 The nominators shall be advised of the outcome of the nomination by the RANZCOG Honours Committee Chair.
- 2.7 Where a recommendation of the Honours Committee is approved by the RANZCOG Board, the President shall write to the nominee inviting them to accept the honour/award.

3. Honours

3.1 Honorary Fellowship

Award Criteria:

Honorary Fellowship is awarded to an individual who is not already a RANZCOG Fellow, for extraordinary and sustained contribution to the work of the College and/or to the betterment of Women's Health.

The Award:

The award is in the form of a citation, framed certificate and RANZCOG Lapel pin.

Regulations:

As per the RANZCOG Regulations A1.3, Honorary Fellows shall have the same powers, privileges and liabilities as a Fellow, but shall not be required to:

- a) Pay any entrance fee or annual subscription*
- b) Satisfy the Colleges Professional Development requirements*

Honorary Fellows are entitled to use the post-nominal RANZCOG (Hon), will receive access to all College publications, and are entitled to attend and speak but shall not be entitled to vote at general meetings. Honorary Fellows must comply with the RANZCOG Code of Ethical Practice and conduct themselves in a manner that reflects the standard of professional and ethical behaviour expected by the College. Membership as an Honorary Fellow may also be terminated pursuant to clause 5 of the RANZCOG Constitution and the processes outlined in the Standards and Complaints Committee (SCC) regulations. Honorary Fellows are required to inform the College Chief Executive Officer immediately should circumstances arise that may affect their membership status.

Presentation:

The Honorary Fellowship should be presented at the Annual Scientific Meeting (ASM) but can also be presented at a Regional/State Symposium or New Zealand ASM based on availability*

Entitlements:

Travel: Economy flights for recipient and guest are covered by the College for attendance or \$7000 contribution towards international flights (recipient only)

Accommodation: Covered by the College for the duration of the ASM/ Regional/State Symposium or NZ ASM (if applicable) (up to x5 nights at nominated Meeting hotel)

Registration: Full complimentary registration at the ASM/ Regional/State Symposium or NZ ASM (if applicable).

Meals: Complimentary tickets to ASM/ Regional/State Symposium or NZ ASM (If applicable) Meeting Dinner

Transfers: The College will cover the cost of transfers to and from hotels and airports as applicable.

3.2 Distinguished Service Medal

Award Criteria:

The DSM is awarded to members of the College who have made a distinguished and sustained contribution to the work of the College.

The Award:

The award is in the form of a silver medal, citation and framed certificate.

The awardee will also be entitled to use the term "RANZCOG Distinguished Service Medal <year>" on personal letterhead.

Presentation:

The Distinguished Service Medal is usually presented at a Regional/State Symposium or New Zealand ASM*

Entitlements:

Registration: Full registration costs of Regional/State Symposium /NZ ASM (if applicable).

Meals: Complimentary tickets for recipient (and guest) to Regional/State Symposium /NZ ASM meeting dinner.

Travel and accommodation: Travel and accommodation are *not* provided by The College and costs will not be paid or reimbursed by the College.

3.3 Distinguished Service Award

Award Criteria:

The DSA is awarded to individuals of the College who have made a distinguished contribution to the work of the College.

The Award:

The award is in the form of a citation and framed certificate.

Presentation:

The Distinguished Service Award is usually presented at a Regional/State Symposium or local event*

Entitlements:

Meals: Complimentary tickets for recipient (and guest) Regional/State Symposium meeting dinner.

Travel and accommodation: Travel and accommodation are *not* provided by The College and costs will not be paid or reimbursed by the College.

3.4 RANZCOG Excellence in Women's Health Award

Award Criteria:

The REWHA is awarded to individuals who have made a significant contribution and ongoing commitment to Women's Health.

The Award:

The award is in the form of a silver medal, citation and framed certificate.

Presentation:

The REWHA is usually presented at a Regional/State Symposium or NZ ASM *

Entitlements:

Registration: Full registration costs of Regional/State Symposium or /NZ ASM (if applicable).

Meals: Complimentary tickets for recipient (and guest) to Regional/State Symposium or /NZ ASM meeting dinner.

Travel and accommodation: Travel and accommodation are *not* provided by The College and costs will not be paid or reimbursed by the College.

3.5 RANZCOG Outstanding Contribution to Women's Health Award

Award Criteria:

The ROCWHA is awarded to individuals who have made an outstanding contribution to Women's Health.

The Award:

The award is in the form of a citation and framed certificate.

Presentation:

The ROCWHA is usually presented at a Regional/State Symposium or local event*

Entitlements:

Meals: Complimentary tickets for recipient (and guest) to Regional/State Symposium meeting dinner.

Travel and accommodation: Travel and accommodation are *not* provided by The College and costs will not be paid or reimbursed by the College.

3.6 RANZCOG Early Career Fellow Award

Award Criteria:

The RANZCOG Early Career Fellow Award (RECFA) is awarded to New Fellows (within 5 years of elevation to Fellowship) who have made an outstanding contribution to the work of the College and/or Women's Health.

The Award:

The award is in the form of a citation and framed certificate.

Presentation:

The RECFA is usually presented at a Regional/State Symposium or local event.

Entitlements:

Meals: Complimentary tickets for recipient (and guest) to Regional/State Symposium dinner.

Travel and accommodation: Travel and accommodation are *not* provided by The College and costs will not be paid or reimbursed by the College.

3.7 RANZCOG Training Supervisor Award

Award Criteria:

The RANZCOG Training Supervisor Award (RTSA) is awarded to Training Supervisors who have made a significant and ongoing commitment to educating RANZCOG trainees.

The Award:

The award is in the form of a citation and framed certificate.

Presentation:

The (RTSA) is usually presented at a Regional/State Symposium or local event.

Entitlements:

Meals: Complimentary tickets for recipient (and guest) to Regional/State Symposium dinner.

Travel and accommodation: Travel and accommodation are *not* provided by The College and costs will not be paid or reimbursed by the College.

3.8 RANZCOG Service Certificate

Award Criteria:

The RANZCOG Service Certificate is awarded to individuals who have made a notable contribution to the work of the College at a regional or local level.

The Award:

The award is in the form of a citation and framed certificate.

Presentation:

The RANZCOG Service Certificate is usually presented at a Regional/State Symposium or local event*

Entitlements:

Meals: Complimentary tickets for recipient (and guest) to a Regional/State Symposium or local event dinner.

Travel and accommodation: Travel and accommodation are *not* provided by The College and costs will not be paid or reimbursed by the College.

The Following Honours are nominated by specific persons or committees only:

3.9 President's Medal

Award Criteria:

The President's Medal is awarded to RANZCOG members who, in the President's opinion, have made an outstanding contribution to the work of the College.

Nominated by:

Nominations for this medal are made by the President by submitting a nomination letter through to the Honours Committee Coordinator, detailing the reason for the nomination and contributions the individual has made to the work of the College. The President's nomination shall be submitted during the same three-month nomination period and will be considered by the Honours Committee at the July meeting. The honours Committee will make a recommendation to the RANZCOG Board. The President's Medal will generally be awarded at least once in a Council Term.

The Award:

The award is in the form of a gold medal, citation and framed certificate.

The awardee will also be entitled to use the term "RANZCOG President's Medal <year>" on personal letterhead.

Presentation:

The President's Medal should be presented by the President at the New Fellows and Awards Presentation Ceremony as part of the Annual Scientific Meeting (ASM)

Entitlements:

Travel: Economy flights for recipient are covered by the College for attendance at the New Fellows and Awards Presentation Ceremony

For international recipients a contribution of \$7000 will be made towards international flights (recipients only)

Accommodation: One night at nominated hotel for evening of the New Fellows and Awards Presentation Ceremony.

Registration: Ticket to New Fellows Ceremony for recipient and a guest when applicable

Meals: Complimentary tickets for recipient and guest to ASM Meeting Dinner

Transfers: The College will cover the cost of transfers to and from hotels and airports as applicable.

3.10 RANZCOG Aboriginal and Torres Strait Islander Women's Health Award

Award Criteria:

Individuals: The RANZCOG Aboriginal and Torres Strait Islander Women's Health Award is awarded to individuals, who identify as an Aboriginal or Torres Strait Islander person who have made a significant contribution to Aboriginal and Torres Strait Islander Women's Health Outcomes.

Groups: The RANZCOG Aboriginal and Torres Strait Islander Women's Health Award is awarded to groups (with at least one member who identifies as an Aboriginal or Torres Strait Islander person) that have made a significant contribution to Aboriginal and Torres Strait Islander Women's Health Outcomes.

Nominated by:

Nominations for this medal are made by the Aboriginal and Torres Strait Islander Women's Health Committee in consultation with Aboriginal and Torres Strait Islander women, organisations and communities.

The committee will be provided a nomination form specifically for this award. This nomination form will not be advertised on the RANZCOG website.

Nominations shall be submitted during the three-month nomination period.

The Award:

For individuals: The award is in the form of a medal, citation and framed certificate.

For Groups: The team will receive a citation for the team and certificates for each member.

Presentation:

The RANZCOG Aboriginal and Torres Strait Islander Women's Health Award should be presented at a Regional/State Symposium*

Entitlements:

Registration: Full registration costs of Regional/State Symposium

Meals: Complimentary tickets for individual (and guest) or Group only (not guests) to Regional/State Symposium meeting dinner.

Travel and accommodation: Travel and accommodation are *not* provided by The College and costs will not be paid or reimbursed by the College.

3.11 RANZCOG Māori Women's Health Award

Award Criteria:

The RANZCOG Māori Women's Health Award is awarded to individuals, or a group research project that has made a significant contribution to Māori women's Health outcomes.

Nominated by:

Nominations for this award are made by Te Kāhui Oranga ō Nuku. The committee will be provided a nomination form specifically for this award. This nomination form will not be advertised on the RANZCOG website.

Nominations shall be submitted during the three-month nomination period.

The Award:

The team or project will receive a citation for the team and certificates for each member.

Presentation:

The RANZCOG Māori Women's Health Award should be presented at the New Zealand ASM or local event*

Entitlements:

Registration: Full registration costs of NZ ASM.

Meals: Complimentary tickets for individual (and guest) or Group only (not guests) to NZ ASM meeting dinner.

Travel and accommodation: Travel and accommodation are *not* provided by The College and costs will not be paid or reimbursed by the College.

3.12 College Service Certificate

Award Criteria:

The College Service Certificate will be made on completion of a Council or regional term to members of the College in the following areas:

- Board Member
- Councillor
- Chair of a College Committee, subcommittee and/or Working Party who is not a Councillor
- Regional Committee Chair
- Regional Training Accreditation Committee Chair
- RANZCOG Examiner (for any program)
- Other contributors as deemed appropriate

Nominated by:

The Certificate is automatic by virtue of the office held. No nominations necessary

The Award:

A certificate citing the contribution to the work of RANZCOG

Presentation:

The College Service Certificate will be posted to the recipient or presented during Council week if the recipient is in attendance.

4. RANZCOG Awards

4.1 RANZCOG Wellbeing Award

Award Criteria:

The RANZCOG Wellbeing Award is awarded to Trainees and/or Members who have made a positive and sustained impact by championing mental and/or physical health and wellbeing.

The Award:

For individuals: The award is in the form of a citation and framed certificate.

Presentation:

The RANZCOG Wellbeing Award is usually presented at a Regional/State Symposium or local event*

Entitlements:

Registration: Full registration costs of a Regional/State Symposium or local event*.

Travel and accommodation: Travel and accommodation are *not* provided by the College and costs will not be paid or reimbursed by the College.

4.2 RANZCOG Organisational Values Award

Award Criteria:

The RANZCOG Organisational Values Award is awarded to Trainees and/or Members who have made a positive and sustained impact by championing one or more of RANZCOG's Organisational Values

The Award:

The Award is in the form of a citation and framed certificate.

Presentation:

The RANZCOG Organisational Values Award is usually presented at a Regional/State Symposium or local event*

Entitlements:

Registration: Full registration costs of a Regional/State Symposium or local event*

Travel and accommodation: Travel and accommodation are *not* provided by the College and costs will not be paid or reimbursed by the College.

5. Past President Nominations

A Past President of RANZCOG may be nominated for a College award after the following terms have passed

- President
- Immediate Past President
- Sit out for one term

Following this period, a Past President may be eligible to be nominated for a RANZCOG Honour. Any nominations for a President or a Past President still within this term, will not be accepted for consideration.

6. Conferral of Awards

Up to 10 Honours can be conferred each year. In addition to these, a further 6 Awards (x3) for Wellbeing and (x3) for Organisational Values can be conferred each year. These numbers may increase in rare circumstances at the discretion of the Honours Committee. This does not include RANZCOG Service Certificates which are not capped.

Once the nominee's acceptance has been received, formal matters associated with the conferral of the award, such as the event at which it is to be presented, will be progressed through the College's Membership Team in liaison, where applicable, with the relevant Regional Executive Officer or meeting organiser.

The presentation of College Honours and Awards will be scheduled to coincide with a College Council Meeting, Annual Scientific Meeting or Regional/State Symposium or other College/local event within a calendar year of notifying the recipient.

All decisions made by the Honours Committee are final.

**While every effort will be made to present recipients with their awards at a suitable event, in situations where the recipient is unable to attend the offered events, awards will be posted.*

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1.1	June/2019	Process and consideration of Nomination information added
v2.1	July / 2020	Significant changes to Honours and Awards processes, Awards criteria, Conspicuous awards retired, Honours and Awards nominations open for 3 months per year rather than all year.
v3.1	June / 2021	Past President Nominations criteria added
v4.1	September/2021	College Branding update
V5.1	April /2022	Aboriginal and Torres Strait Islander Award criteria update
V6.1	February /2023	Presentation details updated - Removal of At Home references
V7.1	July /2023	Addition of Outstanding Contribution to Women's Health Award and removal of appeals process
V8.1	December /2023	Addition of Wellbeing and Organisational Awards and Early Career New Fellow Honour, Training Supervisor award and amendment to conferral of awards
	Feb 2024	Update Diplomat nomenclature – Associate Procedural

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