

Terms of Reference

Member-in-Training Award of Excellence

Approved Nov 11, 2022 by the Board of Directors **To be Reviewed** Five years from date of approval above

Purpose

This award is presented annually to an outstanding psychiatry resident in alignment with the Canadian Psychiatric Association's (CPA) mission to promote and recognize excellence among its membership.

Award Criteria

Applicants must have demonstrated exemplary dedication, commitment, and leadership in one or more of the following domains: advocacy, research, or education.

Applicants must also demonstrate involvement with CPA through having done one or more of the following:

- Attended a CPA annual conference or other CPA educational activity, or
- Presented at a CPA annual conference, or
- Submitted an abstract to the current year's CPA annual conference, or
- Participated in CPA's Junior Investigator Research Colloquium.

Eligibility

Applicants must be current members in good standing of the CPA (subject to validation by CPA) and be enrolled in an approved postgraduate training program in psychiatry at a Canadian university.

Each psychiatry residency program may support one candidate per year. We recommend that residents interested in applying for this award notify their program director in writing by December 1. Programs where multiple residents express interest will need to conduct an internal process to select one resident to support.

Application Process

Applicants must submit their application through the CPA website by the annual deadline and include:

- A description of how they have demonstrated exemplary dedication, commitment, and leadership in one or more of the following domains during their residency years: advocacy, research, or education. (350 words maximum).
- A description of how they hope to progress their career in the next five years (250 words maximum).
- An up-to-date CV (three pages maximum).
- A one-page letter of support from a mentor. The mentor does not have to be a CPA member.
- A letter from their program director that attests to the applicant's good standing in the residency program
 by including all the following components:
 - Confirmation that the applicant embodies the spirit of the award,
 - Confirmation that the applicant embodies the values of CPA, including promoting the highest quality of care and treatment for persons with mental illness, and advocating for the profession, and for their colleagues,
 - The applicant's contributions during residency in the domains of research, education, or advocacy,
 - Confirmation that the applicant has not engaged in poor role modeling, bullying, racial or sexual microaggressions, or harassing behaviour of any kind,
 - Full disclosure of any lapses of professionalism, including remediation that has since occurred.

Review and Adjudication

Award applications will be reviewed to ensure they are eligible, complete, and relevant. Applications will be reviewed by a peer review panel including a minimum of two CPA members from relevant CPA committees such as the Members-in-training Subcommittee, the Early Career Psychiatrists working group, the Research and/or the Education committees. The review panel members will be determined on an annual basis based on the pool of applications received. Reviewers will score applicants using a standardized framework. A short-list of applicants will then be presented to the Membership Affairs Committee (MAC) for a final online review and grading, followed by in camera discussion and final selection.



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The MAC shall notify the Board of Directors of its decision. The committee has the option to not confer the award in a given year.

The CPA will notify the recipient in advance of the annual conference in order that they may attend.

Recognition and Benefits

The recipient will receive a suitably inscribed plaque in recognition of the accomplishment to be presented during the annual conference. The CPA will maintain an official record of recipients online and at head office.

In addition, structured mentorship will also be offered to the resident by a more experienced member of the CPA in line with the applicant's career goals and interests.

Deadline

February 1

Inquiries

All inquiries should be directed to awards@cpa-apc.org. Paper submissions will not be accepted.