EXCELLENCE IN SURGICAL EDUCATION AWARDS

Clerkship Coordinator Recognition Award

The ASE Clerkship Coordinator Recognition Award will be given annually to one undergraduate surgical education clerkship coordinator who best exemplifies excellence in the support and management of the Surgery Clerkship Program at their institution. Nominees for this award must demonstrate the following qualities:

* Creativity, expertise, and commitment to their work within the Surgery Clerkship Program
* Passion for supporting medical student education and for contributing to the continuous improvement of the educational experience for medical students in surgery
* Enthusiastic attitude towards medical students and the Surgery Clerkship Program
* Leadership inside **and outside** their institution, including professional organizations related to medical student education
* Commitment to the education of peers through presentations or other active roles within their institution and the Association for Surgical Education (ASE)
* Role modeling of professional behavior
* Effective Communicator and Collaborator
* Approachability

# **Eligibility**

* The nominee must be an active member of the ASE (minimum 3 years)
* The nominee must be in the role of clerkship coordinator (minimum 5 years)
* The nominee must have made an impact outside their Department/Institution (for example, abstract presentation)
* Winners of the ASE Coordinator Recognition Award may only win once

# **Nomination Process**

* Nominations will be solicited annually
* Nominations will be made by the Clerkship Director or equivalent (Chair of the Department, Director of Surgical Education, Director of Undergraduate Surgical Education, etc.) Two supporting letters must accompany the nomination of which at least one must be from a medical student and the other can be from another medical student or an administrative staff person/peer.
* The nomination package should include the following:
	+ A nomination letter from the Clerkship Director or equivalent and two supporting letters. The letters must include examples of how the nominee has demonstrated the qualities listed above, as well as the impact that the nominee has made outside of their Department/Institution
	+ A copy of the nominee’s CV

June Request for nominations sent by ASE President

**September 15 Deadline for receipt of nominations**

September 15 – Jan. 15 Deliberations of the Awards Committee

January 15 Winners selected and notified. ASE Executive Director and ASE President notified

 by Committee Chair

April Annual meeting

 Winners announced – awards given

# **Awards Committee**

Nabil Issa, MD, Chair

Robert Acton, MD

Roy Phitayakorn, MD

Amalia Cochran, MD

Kyla Terhune, MD

## Nomination Form for Surgery Clerkship Recognition Award

(To be filled out by Clerkship Director or equivalent)

NAME of NOMINATING MEMBER:­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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INSTITUTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAILING ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Applicants should provide the following information:

* A nomination letter from the Clerkship Director or equivalent and two supporting letters. The letters must include examples of how the nominee has demonstrated the qualities listed above, as well as the impact that the nominee has made outside of their Department/Institution
* A copy of the nominee’s CV

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 Signature of Nominating Member Signature of Department Chair

Please scan all materials into **one PDF file** and send electronically to Susan Kepner at skepner@surgicaleducation.com. No hard copies will be accepted.