

## **Nomination Instructions**

### **National Excellence in Bedside Teaching Award**

**Please read these instructions carefully. Nominations must be received by the due date specified for the award to be considered. Extension of the deadline will not be granted to allow resubmission.**

All nominations must be in English. For terms not universally known, spell out the term the first time it is used with the appropriate abbreviation in parentheses; the abbreviation may be used thereafter.

You will see a “Thank you” when your nomination has been successfully submitted.

#### **Endorsement by Departmental or Organizational Leadership: (maximum 2 pages)**

Provide a letter of support from departmental leadership (chair, chief, vice-chair or educational program director) outlining the nominee’s teaching ability, area of educational excellence, educational role within the department, and rationale for nomination of the award. Other organizational leaders (CEOs, deans, board of directors or similar leaders) may provide this endorsement letter. Major educational contributions, awards, and educational scholarship should be summarized. An electronic signature should be included.

#### **Endorsement by Learners (maximum 2 pages)**

Provide a letter of support from a designated group of learners with which the nominee has been most directly involved. This could be emergency medicine residents, medical students, emergency medicine fellows, or other health professional learners (ie, paramedic students). This letter of support could be a petition signed by the learners or a composite statement from different learner groups indicating support of the nomination.

#### **Documentation of Teaching Ratings (maximum 4 pages)**

Provide documentation of teaching ratings, including details describing the ratings categories and overall summary score. Include the nominee scores and the average among all faculty members as a reference, if available. May include the following sections:

- EM residents – minimum of five years
- Non-EM residents – minimum of three years
- Medical students – minimum of three years

#### **Documentation of Teaching Awards (maximum 1 page)**

Describe any awards, certificates, evaluations, or other documentation indicating recognition of teaching excellence within undergraduate, graduate, or post-graduate domains. Awards from residency programs, medical schools, hospitals, EMS systems, universities, or extramural teaching venues can be included. Include a concise description of the award’s scope and selection process.