

Division:	Office of the CEO	Ref. No.	POL-1024
Department:	Governance		
Title:	Recognition of Outstanding Service		

1. PURPOSE AND SCOPE

This policy details the varying options available for the recognition of Outstanding Service for RACS activities.

2. KEY WORDS

Award, certificate, outstanding service, medallion, lapel pin

3. BODY OF POLICY

3.1 Background

Established in 2004, the purpose of the Outstanding Service award is to acknowledge the commitment and considerable achievements for the Fellowship made by Councillors, Fellows Trainees, Specialist International Medical Graduates, Honorary/Expert Advisors and other contributors involved in College activities. Usually it is provided upon the retirement from the role.

In addition, RACS also recognises the contribution of faculty members of College skills courses. Outstanding service awards to presenters are awarded in accordance with the relevant course policies.

There may be occasions where service is not in consecutive years but cumulative and recognition is still appropriate. Furthermore, there may be other occasions that justify recognition and the CEO and the President may use discretion in approving such nomination.

Category	Certificate	Medallion	Lapel Pin
Service less than 3 consecutive years, upon retirement	Unframed	None	None
Service 3 years or more but less than 6 consecutive years, upon retirement	Framed	Bronze	Bronze (if not already provided for the role)
Service 6 years or more but less than 9 consecutive years, upon retirement	Framed	Silver	Silver
Service 9 consecutive years	Framed	Gold	Gold
Newly appointed Examiners	None	None	Bronze
Newly appointed Specialty Board Chair	None	None	Bronze
Retiring Fellowship Examiner	Framed	Silver	Silver
Retiring Senior Examiner Fellowship Examination	Framed	Gold	Gold
Retiring Specialty Board Chair	Framed	Gold	Gold

The corresponding procedure outlines the process for nomination.

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3.2 Cost and form

The cost of the certificates, medallions lapel pins and related shipping are paid out of the CEO's Budget "Awards Prizes and Medals".

The certificate will be produced on the A4 size Council approved template and will indicate the purpose of or role fulfilled that warrants the awarding of the outstanding service award.

4. ASSOCIATED DOCUMENTS

PRC-1025 Recognition of Outstanding Service

FRM-1003 Recognition of Outstanding Service Nomination Form

Approver Council
Authoriser Council