



A CHAPTER OF THE COLLEGE OF FAMILY PHYSICIANS OF CANADA
UNE SECTION DU COLLÈGE DES MÉDECINS DE FAMILLE DU CANADA

SCFP Resident Leadership Award

The **SCFP Resident Leadership Award** recognizes the leadership abilities of two (2) outstanding Residents in their final year of residency in the Family Medicine and Enhanced Skills Programs.

Eligibility criteria:

The SCFP Awards Committee will review the nominations for these awards and recommend one (1) recipient to the SCFP board; one from the North ISA/Saskatoon area and one from the Rural ISA/Regina area.

Nominees should have demonstrated an interest and skills in areas such as health policy/economics; government/media relations; and/or advocacy and representation on behalf of patients, their peers, or health care organizations.

Each recipient can receive one (1) award per residency.

Documentation:

- A completed nomination form.
- A single page cover letter, in the form of a brief essay, which outlines why the nominee should be considered for the award.
- At least two reference letters (one from a Family Physician) which should include sufficient information on the candidate's skills as a leader to support the nomination.
- A brief CV with evidence of:
 - Leadership activities/attributes
 - Academic achievements
 - Other special achievements/attributes
 - Non-medical interests/community activities
 - Other relevant information

Selection process:

The SCFP Awards Committee will review the nominations for these awards and recommend two (2) recipients to the SCFP board; one from the North ISA/Saskatoon area and one from the Rural ISA/Regina area to recommend to the SCFP Board for approval.

Value and terms:

The SCFP Resident Leadership Award will support attendance to the Family Medicine Forum (FMF) and travel costs of up to \$1,700. An expense claim form with receipts must be submitted.

Nomination process:

Nominations must be submitted online or by e-mail to scfp@sk-cfpc.ca.

Nomination Deadline:

August 31st, 2023

Recognition of support:

These awards are supported by the Saskatchewan College of Family Physicians.

Reimbursement Guidelines

Principles:

1. **Accountability** – The College is accountable for members' funds used to reimburse travel, meal, and hospitality expenses. All expenses must support business objectives.
2. **Transparency** – The College is transparent to all stakeholders. The rules for incurring and reimbursing travel, meal, and hospitality expenses are clear, easily understood, and available to all representatives.
3. **Value for Money** – Member funds are used prudently and responsibly. Plans for travel, meals, accommodation, and hospitality are necessary and economical with due regard for health and safety.
4. **Fairness** – Legitimate authorized expenses incurred for College business are reimbursed.

Reporting of Expenses:

1. Expenses must be submitted on an official SCFP expense form.
2. The form must include the claimant's name, position, meeting or conference name, dates of travel or function, along with the purpose (if applicable) and addresses of places visited.
3. Original itemized receipts are required for all expenses claimed for reimbursement. **Credit card charge slips without itemized receipts are not acceptable.**

Eligible Expenses:

1. Meals – You may submit receipts for meals not provided as part of the event for reimbursement up to: \$25.00 for breakfast; \$35.00 lunch; \$55.00 – supper. These prices are inclusive of tip and gratuities. **Alcohol will not be reimbursed.**
2. Transportation Costs – including airfare, mileage, taxi, bus and train expenses will be reimbursed upon presentation of itemized receipts. Best judgement is expected upon choosing a practical and suitable flight option, and transportation costs will not be reimbursed outside of the times and days of the venue for personal exploration.

Items ineligible for reimbursement:

1. Alcohol expenses.
2. Hotel moves.
3. Valet services.
4. Personal items such as: chocolate, gum, books and periodicals, toiletry items, dry-cleaning, etc.
5. Personal travel/vacations should not be combined with College business travel.
6. The SCFP will not be responsible for any costs related to traffic violations, parking offences, or claims for damage as a result of a collision or vandalism while travelling for College business purposes.