

Number:	Pol 035	Version	1.0		
Subject:	Governance	Distribution:	External		
Authorised by:	Board of Directors	Approved Date:	26 Aug 2023	Review Date:	Aug 2026

Purpose and Scope

The Framework for Recognition of Service and Achievements sets out the various ways in which USANZ recognises the outstanding service given by members and others working in the urological profession. It also provides details on related policies and other documents that set out criteria and processes for individual awards and honours bestowed by the Society.

The policy applies to all USANZ activities, including those conducted on behalf of, or in partnership with, other stakeholders including the Royal Australasian College of Surgeons (RACS) and the Australia and New Zealand Urological Nurses Society (ANZUNS).

The policy does not apply to the recognition of members by the Royal Australasian College of Surgeons (RACS), unless that recognition is co-branded with USANZ.

Policy Framework

1. Types of Recognition

1.1 Certificates

- Certificates are Gold, Silver or Blue. This refers to the colour of the embossed USANZ medallion applied to the certificate.
- Gold & Silver Certificates will be framed in Black. Blue certificates are unframed.
- All certificates will be A4 size. Temporary certificates may be produced in A3 for presentation purposes only.
- Certificates must be produced using the relevant Certificate Template to ensure consistency of design, terminology and wording.
- Presentation Certificates refers to the A3 generic versions, printed on A3 perspex which are used for presentation purposes at the USANZ ASM. They are not retained by recipients.

1.2 25 Year Membership Pin

The pin will be attached to a pre-printed card which includes a statement of thanks on behalf of the Board.

1.3 Medals

- President's Medal
- Past-President's Medal
- Christchurch Medal
- Society Medal

1.4 Trophies

- BAUS Trophy. The BAUS Trophy is retained in the USANZ office, stored in a purpose-built wooden box. It is engraved with the names of recipients but no longer used during presentations at the ASM. The Trophy may be used where it is considered important to acknowledge the legacy of the relationship with BAUS.
- Other Trophies – Glass trophies. The glass trophies presented to the USANZ and ANZUNS Convenors are engraved with the names of the recipients.

1.5 Memberships

- 2 of the Society Awards include complimentary membership of USANZ: Fellow of the Society and Honorary Member. Administration of memberships provided as awards is managed under the Membership Administration Policy.

1.6 Other prizes or benefits

- Some awards include a cash amount, reimbursement of expenses or gift cards to a specified value. Others may include an undertaking by USANZ to meet the registration costs of future urological meetings or related travel.
Details of benefits that apply to specific awards are set out in the associated policies, where they exist. Where they do not exist, they are captured in this policy.
- The list of other prizes and awards may fluctuate from year to year dependent on sponsorship opportunities that may arise. The CEO has the authority and flexibility to either implement additional awards or suspend existing awards due to changing circumstances.

2. Categories of recognition & related policies

Each type of recognition falls under one of the categories below and are, in many cases, underpinned by related policies and guidelines. These related policies contain more information in relation to the decision-making authority, eligibility criteria and implementation issues.

Where no related policy is in place, the decision-making authority is contained within this framework.

Forms of Recognition not managed under a Related Policy

2.1 Outstanding Contribution to USANZ Boards and Committees Definition

Given in recognition of the pro-bono service provided by members to USANZ boards and committees.

- The Board is the authority for establishing ongoing awards and recognition.
- The Governance Support Officer is responsible for producing and distributing the recognition, in consultation with the CEO and other staff as required.

Process for presenting awards

- Medals and Gold Certificates will be presented at the Annual Scientific Meeting.
- Other recognition will be distributed in the month following the Annual General Meeting.

2.2 Outstanding Contribution to RACS Board of Urology and Training Committees

Given in recognition of the pro-bono service provided by members to RACS training boards and committees.

- The Board is the authority for establishing ongoing awards and recognition, in consultation with the Board of Urology (BOU).
- The Education and Training Manager is responsible for producing and distributing the recognition, in consultation with the CEO and other staff as required.

2.3 Confirming attendance for CPD activities

USANZ provides certificates of attendance to attendees of a range of events including the ASM and Section meetings. These certificates are used by members for continuing professional development (CPD) purposes.

The person responsible for managing a particular activity is also responsible for ensuring confirmed attendees are issued with Certificates of Attendance. For events, this is delegated to the relevant Professional Conference Organiser (PCO) as part of their conference management process.

Forms of Recognition managed under a Related Policy

2.4 Society Awards

The **Society Awards Guidelines and Nominations Guidelines (Attachment A)** sets out the Terms of Reference for the Society Awards Nominations sub-Committee (SANC), the selection criteria and guidelines that apply to each award, the application process and nomination form.

The Honorary Member and Fellow Awards provide free USANZ membership. Once awarded, the memberships are managed under the **Membership Administration Policy**.

- The USANZ Board is the decision-making authority. Directors vote on each person nominated for an award in a secret ballot. Any person receiving more than one vote against the awarding of the honor, will not be awarded the honor. This generally occurs at the November Board meeting.
- The Board has delegated authority for the review of nominations to the Society Awards Nominations sub-Committee (SANC). SANC is directly responsible to the Board for the exercise of its duties.
- The Governance Support Officer is responsible for coordinating the call for nominations and for the presentation of awards to recipients.
- The Governance Support Officer is responsible for producing and coordinating the information needed for the presentation at the Annual Scientific Meeting, in consultation with the CEO.

Decision and Award Dates

In general, the SANC will make recommendations on recipients for the Society Awards to be presented at the next Annual Scientific Meeting (ASM).

- The Decision date is the date the Board resolves to give an award to a recipient.
- The Award Date is the date the award takes effect ie, the date of the ASM at which the award is presented and accepted by the recipient.
- Where a recipient is unable to attend the ASM immediately following the Board's decision, the Award Date may be delayed until a later ASM.

- In exceptional circumstances, the Board has the discretion to confer an award without the recipient attendance at an ASM.

2.5 Membership

Awards and recognition relating to members' length of service or other membership matters, are managed under the **Membership Administration Policy**.

- The Membership and Policy Manager is responsible for producing and distributing the recognition.
- The Education and Training Manager is responsible for producing the presentation copies of Full Member Certificates for those who will be acknowledged during the ceremony at the ASM.

2.6 Scholarships & Other Awards

2.6.1 Daniel Christidis Scholarship

The Scholarship is intended to assist USANZ members who are Trainee Members or eligible Associate Members, to present their research at an International Meeting. The scholarship is managed in accordance with the **Daniel Christidis Scholarship Policy** which sets out: the Terms of Reference for the Scholarship Committee, the eligibility criteria and guidelines. In general, the Scholarship Committee will make a recommendation on the recipient to be presented at the next Annual Scientific Meeting (ASM).

- The USANZ Board is the decision-making authority. This generally occurs at the November Board meeting.
- The Board has delegated authority to the Daniel Christidis Scholarship Committee (Scholarship Committee) to review applications. The Scholarship Committee makes a recommendation to the Board.
- The Governance Support Officer is responsible for coordinating the call for applications and for the presentation of awards to recipients.
- The Governance Support Officer is responsible for producing and coordinating the information needed for the presentation at the ASM, in consultation with the CEO.
- The Conference Manager is responsible for all logistics in relation to the presentation at the ASM.

2.6.2 Boston Scientific Travelling Fellowship

The Boston Scientific Travelling Scholarship is a grant to offset the recipients travel costs to the United States to attend educational facilities and the AUA Congress. The Fellowship is supported by Boston Scientific, in conjunction with USANZ.

- The CEO is responsible for liaising with Boston Scientific regarding the eligibility criteria and other aspects of the award, including whether or not it will be offered in any one year.
- A call for expressions of interest from members will be issued. The Board is the authority for selecting the recipient from amongst the applications submitted.
- USANZ is responsible for paying the award to the recipient at the conclusion of the fellowship, subject to a) funding confirmation from Boston Scientific; and b) the submission of required documentation by the applicant.

- Boston Scientific is responsible for liaising with the recipient and arranging the US itinerary.

2.7 ASM Awards & Recognition

ASM Awards comprise the awards and recognition related to activities that occur at and around the Scientific Meeting. These are in addition to those captured under other award categories, such as the Society Awards and Contributions to Boards and Committees.

The ASM Awards are managed in accordance with the **ASM Awards and Recognition Guidelines (draft attached)** which sets out the background to the awards, eligibility criteria, funding arrangements and judging process.

- The Board is the authority for establishing ongoing awards and recognition.
- The USANZ CEO is authorised to amend the Guidelines annually to adjust to issues identified by the ASM Organising Committee or other stakeholders. Such amendments should be carried out in consultation with relevant stakeholders such as the ASM Organising Committee, Specialty Advisory Group Leaders. Substantive amendments require the approval of the Board.
- The Conference Manager is responsible for producing and coordinating the information needed for the presentation at the Annual Scientific Meeting, in consultation with the CEO and other staff.

2.8 Training Awards & Recognition

Training Awards includes awards, grants and other forms of recognition for achievements of Trainee Members. These are in addition to those captured under other award categories, such as the ASM Awards. This section also does not include recognition to trainees awarded by RACS directly.

Training Awards are managed in accordance with the **Training Awards and Recognition Guidelines (to be drafted)** which sets out the background to the awards, eligibility criteria, funding arrangements and judging process.

- The USANZ Board is the authority for establishing ongoing awards and recognition. The Board of Urology (BOU) may make recommendations to the Board with respect to training related awards.
- The Education and Training Manager is responsible for producing and distributing the recognition, in consultation with the CEO and other staff as required.
- The Conference Manager is responsible for coordination of awards presented at the ASM Gala dinner.

3. Summary of Award and Recognition

Category	Name	Type	Presentation Details	Related Policy
Outstanding Contribution to USANZ Boards and Committees	Incoming President	President's Medal (custodian during term) Certificate (Gold, Framed)	ASM	No separate policy. Refer clause 2.1 above.
	Retiring Secretary/Treasurer/ Past President	Past President's Medal Certificate (Gold, Framed)		
	Retiring Chair of ANZAUS	Certificate (Gold, Framed)		
	Retiring RACS Urology Specialty Representative	Certificate (Gold, Framed)		
	Retiring Chair of Board of Urology	Certificate (Gold, Framed)		
	Retiring Members of USANZ Board of Directors	Certificate (Silver, Framed)	Post	
	Retiring SAG Leaders			
	Retiring Section Chairs	Certificate (Blue, Unframed)	Relevant Section Meeting	
	Section Meeting Convenors			
Outstanding Contribution to RACS Board of Urology and Training Committees	Retiring Senior Examiner in Urology	Certificate (Gold, Framed)	ASM	No separate policy. Refer clause 2.2 above.
	Retiring Fellowship Examiner in Urology	Certificate (Silver, Framed)	Post	
	Retiring Members of Board of Urology		Post	
	Trainee Week Convenor		Trainee Week	
	Trainee Week Scientific Committee	Certificate (Blue, Unframed)	Trainee Week	

	Retiring Members of Board of Urology Sub-Committees (SIMG, Section, Training Post Inspection, Education)		Post	
	Trainee Representative (in each Training Region)		Trainee Week	
	Retiring Training Supervisors	Certificate (Blue, Unframed) Note: at the commencement of their tenure, Training supervisors receive a RACS / USANZ Certificate signed by both Presidents	Post	
	Trainee Week Faculty	Pre-printed thank you cards	Post	
Society Award	Fellow of the Society	Certificate (Gold, Framed) Membership	ASM	Society Awards and Nomination Guidelines
	USANZ Medal	Medal		
	Honorary Member	Certificate (Gold, Framed) Membership		
	Christchurch Medal for Bravery	Medal / Presentation Box		
	Christchurch Medal for Community Service	Medal / Presentation Box		
	Presidential Citation Award	Certificate (Gold, Framed)		
Membership	25 years of membership	Enamel Pin	Post with Letter	Membership Administration Policy
	Member	Certificate (Blue, Unframed) HM and Fellows receive Certificate (Gold, Framed)		

Scholarships & Other Awards	Daniel Christidis Scholarship	Certificate (Blue, unframed) Scholarship	ASM	Daniel Christidis Scholarship Policy incl Terms & Conditions
	Boston Scientific Travelling Fellowship	Grant Travel and Registration to AUA Congress.	Email notification	No separate policy. Refer clause 2.6.2 above.
ASM Awards & Recognition	Keith Kirkland Award	Certificate (Blue, Unframed) Cash Prize AUF Travelling Fellowship	ASM	ASM Awards and Recognition Policy
	Villis Marshall Award	Certificate (Blue, Unframed) Cash Prize AUF Travelling Fellowship		
	Alban Gee Award	Certificate (Blue, Unframed) Cash Prize		
	BAUS Trophy	Certificate (Blue, Unframed) Name engraved on trophy. Registration to BAUS meeting.		
	Low Arnold Award in Female & Functional Urology	Certificate (Blue, Unframed) Cash Prize		
	Platinum Trophy	Certificate (Blue, Unframed) Trophy ASM Registration		
	Young Investigator Award	Certificate (Blue, unframed)		

		Cash Prize		
	Best Oncology Presentation	Certificate (Blue/unframed) Registration, travel and accommodation to present at ANZUP meeting.		
	Platinum Sponsor	Trophy		
	ASM Convenor	Certificate (Gold, Framed) Trophy Gift		
	ASM Scientific Chair	Certificate (Gold, Framed) Trophy Gift Travel & registration to 1 x international Scientific Meeting		
	ANZUNS ASM Convenor	Certificate (Gold, Framed) Trophy Gift		
	ANZUNS ASM Scientific Committee Chair	Certificate (Gold, Framed) Trophy Gift		
Training Awards and Recognition	International Exchange Program	Cash prize	Email	Training Awards & Recognition Policy (to be drafted)
	Frank Gardiner Training Award	Certificate (Blue, Unframed) Cash voucher	Trainee Week	
	AUA Residents Bowl	Cash prize	Email	
Confirming attendance	Attendance at USANZ meetings and events (ie	Certificate of Attendance	Email	

	ASM, Section and other Meetings, International Guests at Trainee Week)			

Roles and responsibilities

- USANZ Board of Directors: approving this policy.
- Governance & Support Officer: Administration of Society Awards, Daniel Christidis Scholarship and awards for Contribution to USANZ Boards and Committees.
- Membership & Policy Manager: Membership Awards & Recognition, Membership aspects of Society Awards. Also responsible for assisting other staff to capture the recognition against members' records
- Education & Training Manager: Administration of Contribution to Board of Urology and training Committees, Administration of Trainee Awards.
- Conference Manager: ASM Awards & Recognition and Section Awards. Liaison with Professional Conference Organisers. Also responsible for liaising with staff responsible for other award categories for any recognition presented at the Annual Scientific Meeting.
- Communications Manager: Coordinating the production and distribution. Promoting recipients and achievements across USANZ communications channels.

Related policies, documents and legislation

- Pol 027 USANZ Membership Administration Policy
- Pol 040 USANZ Society Awards Nomination guidelines and Form
- Pol 039 USANZ ASM Awards & Recognition Guidelines
- USANZ Training Awards and Recognition Guidelines (in developed)

Superseded documents

- None

Revision history

Version	Date	Notes	By
1.0	26.8.2023	Policy drafted and adopted by Board	Board of Directors

Review date

This policy can be amended to include changes to related policies approved by the Board, with the approval of the CEO. This policy will be reviewed every 3 years. The next review date is in August 2026.

Contact

Michael Nugara, Chief Executive Officer

Email: michaelnugara@usanz.org.au