

***CARRN Professional Development Award***  
**Adjudication Committee**  
**Terms of Reference**  
**July 2007**

Terms of Reference

1. CARRN will provide at least one professional development award each fiscal year.
  - a. The award will be titled the “CARRN Professional Development Award”
  - b. Purpose of the CARRN Professional Development Award will be to support professional development activities of CARRN members that enhance rural and/or remote practice.
  - c. The first award will be offered during the 2007-2008 fiscal year.
  - d. The amount will be no less than \$250.00 per award (subject to budget constraints)
  
2. CARRN bylaw VIII Committees states that “committees are appointed as required and directed by the Executive Committee. Committee reports are presented at the AGM”.
  - a. The CARRN Professional Development Award recipient will be selected by a committee appointed from the membership for a term of two years minimum.
  
  - b. The Award Committee will be comprised of:
    - i. two volunteer members of CARRN and
    - ii. one executive member and
    - iii. the CARRN President as ex-officio
  
  - c. The award committee members are not eligible for the CARRN Professional Development Award during their adjudication term.
  
3. Applicants must meet the following minimum criteria:
  - a. Hold a current regular membership in CARRN
  - b. Provide a 500 word or less, typed personal statement explaining the relevance of the intended or completed professional development activity to rural and remote nursing.
  - c. Fully complete an application form provided by CARRN
  - d. Send postmarked or emailed application no later than January 31st of the award year.
  
4. The committee will notify the successful award recipient by email on March 15th of the award year.
  
5. Demographic information included on the application form will be used to contact the successful recipient.

6. The award recipient will agree to provide a brief review of the activity (up to 250 words) for publication in the CARRN newsletter by June 30th of the award year.
7. The award recipient will agree to have limited demographic information released to the CARRN membership for the award announcements. Information may include their name, place of practice, and years in rural or remote nursing.
8. The award applicants' address, place of practice, nursing education, length of rural practice, current employer, email, and contact numbers will not be used as selection criteria.