

## BAYLOR CLINICIAN AWARDS FAQ

### 1) What is the page limit? Does the template include in the page limit?

Nomination letter from section chief, chair, medical director or center director, CV and the “Faculty Awards for Excellence in Patient Care Portfolio Template” is not included in the page limit. Supporting documents should be less than 10 pages.

### 2) Can I request letters of recommendation from my patients or nurses working in my clinic? Up

to five letters of recommendation from providers, institutional leaders, consultants, administrators, and/or community leaders. Letters should reflect diverse viewpoints and describe clinical excellence from a variety of perspectives. Due to potential conflict of interest and breach of patient confidentiality, letters of recommendation from patients or patients’ family members will NOT be accepted as supporting materials. Do not solicit letters from patients, trainees, clinical employee/staff working under the supervision of the candidate as this is considered a conflict of interest. Please **do not include any patient letters** (current or historical letters, notes, cards or documents from patients or patients’ family members) **regardless of redaction of personal information**. It is however acceptable to include historical letters or documents from nurses, trainees, employee/staff that have been received in the past.

### 3) Can I nominate myself?

Candidates may self-nominate. However, all nominations must be approved and submitted to the Selection Committee by the faculty member’s section chief, chair, medical director or center director. It is advised that the candidate get concurrence and guidance from their section chief, chair, medical director or center director prior to preparing the application and self-nomination.

### 4) Can I be nominated as a part-time physician?

**Early Career Faculty Award for Excellence in Patient Care:** Part-time instructors or assistant professors engaged in patient care for at least 75 percent of their allocated part-time, who have at least two years and not more than six years of clinical service as a Baylor faculty member, are eligible for the award. If administrative, educational, quality and scholarship activities are based on clinical patient care and clinical excellence, the effort can be included in patient care activities.

**Star Faculty Award for Excellence in Patient Care:** Part-time assistant professors, associate professors or professors engaged in patient care for at least 75 percent of their allocated part-time, who have at least six years of clinical service as a Baylor faculty member, are eligible for the award. Faculty members who have transferred from other institutions and have comparable

years of service are eligible for the award after three years as Baylor faculty members. If administrative, educational, quality and scholarship activities are based on clinical patient care and clinical excellence, the effort can be included in patient care activities.

**Master Clinician Faculty Award for Excellence in Patient Care:** Active full-time, part-time or voluntary associate professors or professors who have 15 or more years of clinical service as a Baylor faculty member are eligible for the award.

**5) Is there a maximum limit to years of clinical service as a Baylor faculty member to be eligible for the Star Award for Excellence in Patient Care?**

Full-time assistant professors, associate professors or professors engaged in patient care for at least 50 percent of their time (FTE), who have at least six years of clinical service as a Baylor faculty member, are eligible for the Star Award for Excellence in Patient Care. There is no limit to maximum years of service.

**6) Can I submit the same portfolio I submitted for BCM Norton Rose Fulbright Faculty Excellence Award for consideration for clinical excellence award?**

The criteria for selection are different in clinical excellence awards. Same portfolios or letters written for support of Norton Rose Fulbright Faculty Excellence in Education awards would not be appropriate for submission for the clinician awards.

**7) What should the nomination letter include?**

Nomination letter from section chief, chair, medical director or center director should emphasize how the candidate exemplifies core values of BCM as a clinician; manifests clinical skills in the highest caliber with supporting evidence, examples or metrics (which may include data from customer or patient satisfaction metrics, awards, examples of recognition for excellence in clinical care by peers, team members, multidisciplinary referring clinicians); demonstrates excellence in dissemination of knowledge in clinical care (publications, peer review, committee participation), quality improvement and patient safety; demonstrates leadership, development and innovation in clinical care and meets high standards of productivity with supporting data.

**8) Can I be nominated if I joined BCM from another institution?**

Faculty members who have transferred from other institutions and have comparable years of service are eligible for the Star award after three years as Baylor faculty members. For the Early Career award, candidates should have at least two years of clinical service at BCM.

**9) Are there workshops on how to develop a portfolio on Clinical Excellence?**

Yes. Check our Faculty Development website for workshop dates.

**10) How are the applications evaluated?**

The applications are reviewed and scored by an evaluation and review committee based on the criteria summarized in the scoring sheets. An example of each scoring sheet is included under each category on the webpage.