



COLLEGE OF ANAESTHESIOLOGISTS OF IRELAND

Guidelines for Selection of Awardees and Announcement of Awards

1. Introduction

Since its establishment in 1998, the CAI has acknowledged exceptional performance and outstanding contributions to our disciplines or to the College itself in variety of ways.

The College has recognised hugely deserving awardees through these processes over the past 25 years. As it progressively defines and disseminates its identity across an increasingly digital environment, the College has a responsibility to ensure that awards that it chooses to make reflect its values and priorities accurately. It also may consider the need to ensure that any awards it makes are considered in the context of its strategy, its digital legacy, its reputation, and perceptions by / impacts on its wider community.

2. Purpose

This document sets out the process that allows the College to recognise outstanding achievement in the fields of anaesthesiology, intensive care medicine, pain medicine, medical profession, patient safety or significant contributions to the College. Specific emphasis is placed on awards through nomination, and this document outlines the process for nomination-based awards.

The basis of granting awards may change from time to time with approval from Council.

This document does not cover Awards by Examination.

3. Equal Opportunities

The College is committed to equality of opportunity in its practices. This ensures no potential awardee receives less favourable treatment on grounds of gender, civil status, family status, disability, age, religion, sexual orientation, or race (nationality or ethnic origins).

All awards are granted based on candidates' relevant qualifications, merits, suitability, and the requirements of the relevant award.

The Awards Board reserves the right to extend the period of nominations where they believe an insufficient number of nominations has been received, or where the nominations received do not, in the opinion of Board, give fair representation under Diversity, Equality and Inclusion.

To that extent, those submitting nominations are encouraged to be broad in their consideration of nominees and be aware of any underlying unconscious biases.

4. Award Types

Awards under the scope of this document are through invitation and nomination, or for service to the College. The list of awards will vary over time and this document outlines the awards and conditions associated with the granting of these awards.

A detailed description of each award and its background is available on the CAI Website at:-

[Awards – The College of Anaesthesiologists of Ireland \(anaesthesia.ie\).](http://anaesthesia.ie)

Competition based awards, process, and criteria, while out of scope for this document, are also detailed at this link.

The timing for nominations and granting of awards is outlined in Appendix 2 of this document.

Fellowship Awards

- **College of Anaesthesiologists of Ireland Honorary Fellowship**

This is the highest award that the College can make to a non-College member. The President of the College along with College Council may consider eminent individuals for the award who have given outstanding service to the specialty of anaesthesia, intensive care medicine and pain medicine over many years and may be renowned internationally.



The award is not restricted to anaesthesiologists, intensivists, or pain medicine physicians however, so that clinicians from other medical specialties, scientists working on non-medical areas and leaders of industry whose work has advanced our understanding anaesthesiology and generally raised the profile of our disciplines may be considered for Honorary Fellowship. The award is made annually and usually there are no more than three recipients at a time.

Awards by Invitation and Nomination

The College will issue an invitation to deliver the annual eponymous or titled lectures with awardees selected by Faculty Boards.

- **College of Anaesthesiologists of Ireland Medal**

This medal is awarded to anaesthetists who have given outstanding service to the specialty of anaesthesia and the College over many years by virtue of their commitment to teaching and training or by holding high office in the College, though not the Presidency. Individuals who, over a shorter period of time, have raised the profile of the College nationally and internationally by undertaking major projects or endeavours that have far reaching significance for both clinicians and patients, may also be considered for the College medal.

- **Francis Rynd Lecture**

The Rynd Lecture is now a central component of the CAI Annual Scientific Congress, and the Lecturer is selected by the Board of the Faculty of Pain Medicine, based on an individual's contribution to the discipline of Pain Medicine.

- **Brian Kavanagh Lecture**

This annual lecture honours the memory of Dr Kavanagh, and the lecturer is selected by the Board of the Joint Faculty of Intensive Care Medicine based on their contribution to the discipline of Intensive Care Medicine.

- **Gilmartin Lecture**

This lecture honours the first Dean of the Faculty of Anaesthetists, RCSI, Thomas James Gilmartin, 1905-1986. The lecturer is selected each year by the Chair of the CAI Education Committee.

- **Autumn College Lectures**

This lecture is integrated into the annual Core Topics Day meeting which is held in October. The presenter of this lecture is awarded the Autumn College Lecture medal in recognition of their work aligned with the values of the College. A lecturer is recommended by the Education Chair and Committee by January 15th each year, and the resulting recommendation ratified by Council no later than Feb 28th of each year.

- **Winter College Lectures**

This lecture is held in conjunction with the KP Moore Medal Presentations (previously the GSK Competition) and in recent years as part of the Winter Anaesthesia Weekend. A lecturer is recommended by the Education Chair and Committee

- Awards by nomination will be ratified by Council no later than February 28th of each year to facilitate timely invitation to intended recipients.

College Honours

A certificate of exceptional achievement is awarded to individual(s) who have performed a specific piece of work on behalf of, or made contribution of singular and lasting value to, the College and who have not otherwise been rewarded. Unless otherwise stated, the award will be made based on nominations made by College Council members to the Awards Board no later than Jan 15th each year and the resulting recommendation ratified by Council no later than Feb 28th of each year.

The following are awarded for service to the College:

- ***Consultant Trainer of the Year Award**

This award recognises excellence in training. Each year, trainee doctors affiliated with the College of Anaesthesiologists of Ireland who undergo training in hospitals across Ireland vote on the best consultants in terms of training provided based on a nomination made by trainees. Through its Chair, CAT informs Council of the name(s) of the awardees on or before May 31st each year. The award is presented during the College Conferring.

- **Exceptional Contribution to Examinations Award**

This award recognises significant contributions to the development of the College examinations. Presentation of the award occurs at the Annual Congress.

5. Nomination Process for Awards

5.1. Nominations may be made by

- Any member of Council
- A nomination must be supported by a second person

5.2. Nominations are to remain confidential. To avoid embarrassment, the College will not communicate with nominees until the nominations have been shared with and approved by Council.

Nominees turned down by Council will not receive any communication from the College, but the nominators will be informed of Council's decision.

5.3. The Awards Board will issue a call to Council for nominations in accordance with the upcoming schedule of awards

5.4. Nominations are to be submitted via e-mail on the Nomination Form in Appendix 1 of this document, no later than 15th January each year, or as requested, to ¹ – Awards@coa.ie

5.5. Criteria recommended for nomination-based awards include

- High office held by nominee such that CAI or the profession will benefit from this awardee
- Have made contributions that go above and beyond the expectations of the roles and positions held
- Extensive and impactful publications by the nominee in their field of expertise
- Demonstrated excellence in relevant field of endeavour over a period no less than ten (10 years)
- Where a nominee is outside the medical profession, their role should be one of great significance and importance within their professional domain. Their contributions should have achieved international recognition and impact. The individual must have achieved excellence in their area of expertise, distinguished themselves and contributed significantly to their area of expertise, have published works and attainments of distinction to justify them being considered for an award
- Nominee espouses the values of the CAI in their work
- Previous receipt of an award does not preclude a further nomination of a different award
- Incomplete nomination forms will not be considered by the Awards Committee, even where the nominee is known to some or all Committee members. This is to facilitate the objective of transparency and look-back.

The following are not recognised as criteria for nomination

- Long service awards
- On retirement
- Compensated roles

- 5.6.** The Awards Board will review the nominations and complete due diligence in line with Section 7 of this document and make every reasonable effort to confirm that there are no concerns regarding the nominees' alignment to the values of CAI.
- 5.7.** Where the Awards Board deems an insufficient number of nominations has been received, it may, at its discretion extend the nominations submission date.
- 5.8.** Where the Awards Board deems the received nominations list does not adequately reflect a broad representation under DEI, it may, at its discretion, extend the nominations submission date and request additional submissions to be made by a revised date.
- 5.9.** Nominations will be reviewed by the Awards Board and recommendations forwarded to the President for consideration no later than 28th February each year
- 5.10.** The President will seek ratification of awardees by Council. If unanimous ratification by Council is not achieved the recommendation will be declined.
- 5.11.** The President will contact the nominees where award by invitation is being considered. Once the nominee has accepted in writing the proposed award, the President will inform Council.
- 5.12.** A formal invitation to the Awards ceremony will be issued by CEO office at least two months in advance to allow for adequate attendance scheduling by the awardee
- Conferring ceremony of trainees (June)
 - Annual Scientific Congress (May)
- 5.13.** All awards are lifetime, unless revoked.

Notes:

1. Where DD-MM falls on a weekend, the next working day is accepted

6. Awarding and Ceremony

- Academic award winners will receive a medal and framed certificate.
- Invitation award winners will receive a framed certificate.
- Where a financial award is granted to a candidate, the amount awarded will be a net of tax payable.
- Names of award winners will be published on the CAI website, CAI LinkedIn, and other social media platforms deemed appropriate.
- Academic awards will be conferred at the annual conferring ceremony.
- Honorary fellowships will be conferred at the either the annual Awards Ceremony or the Annual Scientific Congress.
- Lecture based awards will be awarded on the date of delivery of that Lecture.

7. Due Diligence of Grantee

The College has recognised hugely deserving awardees through these processes over the past 25 years. As it progressively defines and disseminates its identity across an increasingly digital environment, the College has a responsibility to ensure that awards that it chooses to make reflect its values and priorities accurately. It also may consider the need to ensure that any awards it makes are considered in the context of its strategy, its digital legacy, its reputation, and perceptions by / impacts on its wider community.

The following sources will be consulted to confirm the awardee meets the requirements of the CoA

- Medical Council – confirm no known or pending sanctions by Medical Council
- Social media – confirm no known negative activism
- Professional bodies for non-medical nominations – confirm no known or pending sanctions or concerns of fitness to practice
- CAI College – Confirm nominee was not compensated for the work related to the proposed award

8. Feedback to Nominators and Council

The Awards Board will communicate to College Council on the decisions regarding nominations where a nominee is deemed not selected as part of the annual awards selection process.

9. Revocation of Awards

While careful consideration will be given to ensure that the nomination and selection of awardees aligns with the values of the CAI, there may be an unforeseen and very occasional reason to revoke an award. In such situations Council may take this decision at its discretion and communicate it in writing to the awardee and make such decision publicly available. Council decision will be final.

10. Contract of Employment

No award entitles the awardee to a contract of employment with the CAI.

11. Data Protection

The College complies with the provisions of the Data Protection Acts 1988 – 2018. Candidate data is retained for no longer than is necessary and only for the purpose(s) for which it was obtained.

12. Cross References

When considering this process, the following other CAI processes should be consulted: -

- Awards Board Terms of Reference
- Regulations for Examination Candidates
- Fellowship (FCAI) Examination (November 2022)
- JFICM and Pain Medicine faculties processes

For Review December 2025

Appendix 1

Nomination Form CAI Award

Version: 2.0 2025

An editable version of this form is available on request from the Awards Board and on the Members Portal of the College Website

Section 1: Nomination: To be completed by Nominator 1 and Nominator 2		
Two Fellows in good standing of the Royal College of Anaesthesiologist of Ireland are required to support the nomination		
Name of Nominator 1:	Nationality:	
	Email:	
	Address:	
	Phone:	
	Medical Council No:	
Name of Nominator 2:	Nationality:	
	Email:	
	Address:	
	Phone:	
	Medical Council No:	
Section 2a: Nominee Details: To be completed by Nominator 1 and Nominator 2		
Please complete the following details of the Nominee		
Name of Nominee		
Nationality		
Email:		
Contact Address:		
Phone:		
Medical Council No:		
Position currently or previously held:		
Titles/Qualifications held:		
Proposed Award:		

Section 4: Award Checklist: To be completed by Awards Board	
Awards Board Due Diligence Review details	Enter sources checked By completing this section, you are confirming that there no known sanctions against the nominee's registration with the Medical Council, or whether they are currently before any fitness to practice inquiry with the Medical Council.
Any previous COA Awards?	



Nominee compensated for the role performed?	Yes/No			
Date Submitted to President/Council for review				
President's Decision	Award		Decline	
Date				
Section 5: Review and Signoff by President				
Name	Date			

Appendix 2 Awards and Schedule

Award by invitation and nomination	When is the award conferred	Approximate event timing	Comment	Nomination submission	Recommendations to President	Agreement by Council	Notify Nominee	Approximate event timing
College of Anaesthesiologists of Ireland Honorary Fellowship	"Either Annual Scientific Congress or Annual Graduation Awards Ceremony"	"May June"	E-mail to Awards@coa.ie	31-Jan	28-Feb	20-Mar	31-Mar	"May June"
Francis Rynd Lecture	CAI Annual Scientific Congress	May	Nomination by Pain Medicine	31-Jan	28-Feb	20-Mar	31-Mar	May
Brian Kavanagh Lecture	CAI Annual Scientific Congress	May	Nomination by ICSI	31-Jan	28-Feb	20-Mar	31-Mar	May
College of Anaesthesiologists of Ireland Medal	Annual Graduation Awards Ceremony	June	E-mail to Awards@coa.ie	28-Feb	28-Feb	20-Mar	31-Apr	June
Consultant Trainer of the Year	Annual Graduation Awards Ceremony	June	Cat informs Council	28-Feb	28-Feb	20-Mar	31-Mar	June
Exceptional Service to Examinations Award	Annual Graduation Awards Ceremony	June	E-mail to Awards@coa.ie	28-Feb	28-Feb	20-Mar	31-Mar	June
Autumn College Lectures	Core Topics Day	October	E-mail to Awards@coa.ie	30-Jun	31-Jul	15-Aug	31-Aug	October
Winter College Lectures	"NAPSAC safety meeting; alongside KP Moore Medal Presentation"	Nov	E-mail to Awards@coa.ie	07-Sep	10-Oct	30-Oct	07-Nov	Dec

College Honours - Certificate of Exceptional Achievement	Winter Anaesthesia Weekend	Dec	E-mail to Awards@coa.ie	07-Sep	10-Oct	30-Oct	07-Nov	Dec
Gilmartin Lecture	Winter Anaesthesia Weekend	Dec	E-mail to Awards@coa.ie	07-Sep	10-Oct	30-Oct	07-Nov	Dec

Appendix 3

Change Control

Version	Description of Change	Modified By	Date
1.0	Inserted language in section College of Anaesthesiologists of Ireland Honorary Fellowship This is the highest award that the College can make <u>to a non-College member</u> Initial release, approved by Council 3rd Feb 2023	Fiona Taaffe	7 th Feb 2023
1.1	Removed proposed Past President and Past Vice President awards per Council decision Feb '23 (ref. Minutes)	Fiona Taaffe	7 th Feb 2023
1.2	Modified Section 3 to add the right of the Board to seek additional nominations to meet the requirement of DEI and ask the those submitting nominations are cognizant of any underlying unconscious bias. Added bullets 5.7 and 5.8 to reflect this requirement. Added Page Numbers	Fiona Taaffe	May 2023
1.3	Refined timings of awards	Fiona Taaffe	Sept 2024
1.4	Added new award – Exceptional Service to Examinations Award Inserted Appendix 2 – List of Awards and updated submission and other key dates Noted that nominations forms will be rejected where not completed in full Simplification of Awards form	Fiona Taaffe	May 2025