

# EMRA EMIG of the Year: Regional and National Award Description, Evaluation Criteria, and Submission Instructions

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## I. Purpose

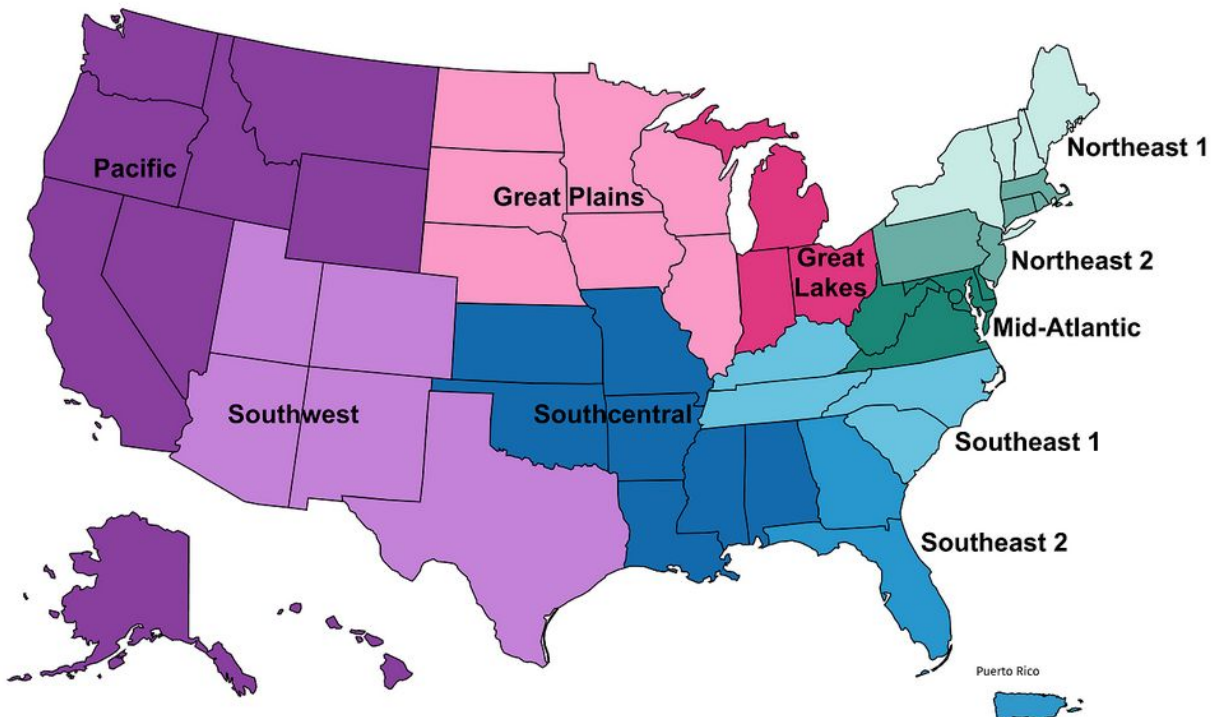
The EMIG of the Year Award is intended to recognize the outstanding achievements of the most productive Emergency Medicine Interest Groups (EMIGs) on a regional and national scale, along with the hardworking EMIG medical student leadership who organize valuable EM-related learning and networking opportunities for their student members.

## II. Eligibility

Any EMIG associated with an LCME-accredited allopathic or osteopathic medical school is eligible to apply. EMIGs associated with an International medical school may also apply.

## III. Regional Awards

A maximum of two (2) EMIGs per Region shall be recognized each year, one as the Regional EMIG of the Year and another as the 1<sup>st</sup> Runner Up based upon the Points and Scoring System (X). An exception will be made only if points are tallied and a tie exists, in which case all EMIGs that score within the top two point totals shall be recognized. A map of the EMRA Region breakdown may be found below:



\*Note: **International** region not pictured.

Established Spring 2018

Revised July 2019

Emergency Medicine Residents' Association



#### **IV. National Awards**

A maximum of three (3) EMIGs shall be recognized each year, one as the National EMIG of the Year, another as the 1<sup>st</sup> Runner Up, and another as the 2<sup>nd</sup> Runner Up. An exception will be made only if points are tallied and a tie exists, in which case all EMIGs that score within the top three point totals shall be recognized.

#### **V. How to Apply**

All submissions must be sent through the [EMIG of the Year Application](#) to be considered. Be sure to read the Minimum Requirements (X) prior to submission to ensure your application is eligible for review.

#### **VI. Application Deadline and Important Dates**

The annual deadline to apply for EMIG of the Year shall be **April 30<sup>th</sup> 11:59pm PST**. All EMIG events from May 1<sup>st</sup> of the prior year may be included in your application.

#### General Academic Year Timeline

- **July:** EMRA Medical Student Council shall review the award criteria and vote to reaffirm or update as necessary.
- **August:** EMRA Regional Representatives send award announcement to EMIG contacts, Student Affairs offices, and any known EMIG faculty advisors in their region.
- **November:** Regional Representatives send Fall reminder.
- **February:** Regional Representatives send Winter reminder.
- **March 31<sup>st</sup>:** Regional Representatives send 30-day deadline reminder.
- **April 30<sup>th</sup>:** EMIG of the Year application closes.

#### **VII. EMIG Events Tracker Template**

To ease the burden of painstakingly recording event details over a full academic year, we have developed the [EMIG Events Tracker Template](#) for EMIG leadership to use at their discretion. It was designed to mimic the structure of the award application itself, so EMIG leadership could prepare their award application as events are held throughout the year. EMIGs are instructed to download a copy for personal use. Use of the EMIG Events Tracker Template is suggested simply for user convenience and is not required to apply for an EMIG of the Year award.

#### **VIII. Announcement and Recognition of Winners**

The winner of EMRA National EMIG of the Year shall have their institution name and photo published along with the announcement (if granted permission). It is each EMIG's decision what is included in the photo. Choose something that best represents your EMIG: perhaps that is your EMIG President(s), the full student executive board, the entire EMIG membership, a noteworthy event photo, your EMIG logo, etc.

All Runners Up and Regional winners shall be recognized by the name of their institution only.



Winners shall be announced in the following locations:

- [EM Resident](#) - Aug/Sept issue
- [EMRA Medical Student Newsletter](#) - August issue

Once the formal announcement is made, all award winners shall be recorded on the EMIG of the Year webpage (under development) on the EMRA website for posterity.

#### **IX. EMIG of the Year Awards Committee**

The EMIG of the Year Awards Committee shall be responsible for all communication, application review, and general information regarding the EMIG of the Year Award. Each EMRA Regional Representative is a de facto member of this committee and shall be responsible for reviewing the applications from their respective Regions. This committee shall be led by the EMIG of the Year Awards Committee Chair.

The EMIG of the Year Awards Committee Chair shall oversee this committee and be ultimately responsible for the overall award review process and timeline for one award cycle. The Chair may delegate certain responsibilities to other committee members as necessary. This Chair position shall be a volunteer collateral duty performed by a member of the [EMRA Medical Student Council](#). A maximum of two (2) Co-Chairs may be named per year.

#### **X. Minimum Requirements, Points and Scoring System**

EMIGs will be evaluated for Regional and National EMIG of the Year based upon the following Points and Scoring System criteria. All events held from May 1<sup>st</sup> of the prior year up to the April 30<sup>th</sup> deadline may be included in the application. The following minimum requirements must be included for your application to be considered.

##### **Minimum Requirements:**

- Minimum of two (2) EMIG meeting minutes submitted with your application.
  - PDF files of a meeting agenda with minutes or slide presentation with minutes will be accepted.
- Name of Institution
- Name of student contact (you or your EMIG leadership)
- Student contact email

##### **Optional:**

- EMIG student leadership roster and photo
  - To be published with the award announcement if your EMIG is recognized as National EMIG of the Year (VIII).
  - There is no specific requirement as to what must be in the photo -- see Section VIII for examples and suggestions.



Minimum of <b>two (2) EMIG meeting minutes</b> must be submitted with application.		
Point value	Type of Event	Description and details
10	<ul style="list-style-type: none"> <li>Per EMRA member at your medical school</li> <li>Per EMIG fundraiser</li> </ul>	<ul style="list-style-type: none"> <li>EMRA membership numbers will be verified by EMRA Director of Membership. Your app will be updated if a discrepancy is found.</li> <li>Fundraisers to support EMIG operations, <b>not</b> a fundraiser intended for charity donation.</li> </ul>
20	Per "EMIG Event", including: <ul style="list-style-type: none"> <li>Guest speaker</li> <li>Skills clinic</li> <li>Journal Club (minimum of 4 required)</li> <li>Social event</li> <li>Other: must describe</li> <li>Regional Check-In participation</li> </ul>	<ul style="list-style-type: none"> <li>Must include event description and attendance numbers.</li> <li>Verified with photo documentation, posting to social media with #EMRAGood, or posting to Basecamp campfire.</li> <li>20 additional points earned for every 4 Journal Clubs held. Points are <b>not</b> incremental (ie you do <b>not</b> earn 5 points per Journal Club).</li> <li>A "Regional Check-In" is an optional conference call held once per quarter, led by your Regional Representative.</li> </ul>
40	<ul style="list-style-type: none"> <li>Per community outreach or volunteer service event</li> </ul>	<ul style="list-style-type: none"> <li>Examples include fundraiser and donation to local organizations/charities, blood pressure screening events, Hands Only CPR education, community health fair, etc.</li> <li>Must include event description and attendance numbers.</li> <li>Verified with photo documentation, posting to social media with #EMRAGood, or posting to Basecamp campfire.</li> </ul>
50	<ul style="list-style-type: none"> <li>Per EMRA Publication by an EMIG member</li> <li>Per eligible event attended by at least one EMIG member</li> <li>Per oral or poster presentation at an eligible event. Note that this is <u>in addition to</u> the attendance points received.</li> </ul>	<ul style="list-style-type: none"> <li>EMRA Publication examples include an article in the EMRA Medical Student Newsletter, EM Resident, Annals of EM, a policy resolution, the Newsletter of your ACEP State Chapter, or any other official ACEP or EMRA publication.</li> <li><b>Note that points are awarded per Eligible Event attended, NOT per person attending.</b></li> <li><b>Eligible Events</b> include:               <ul style="list-style-type: none"> <li>- ACEP Scientific Assembly</li> <li>- CORD Academic Assembly</li> <li>- ACEP Leadership &amp; Advocacy</li> <li>- EMRA Regional events</li> <li>- ACEP state chapter events</li> <li>- AMA Annual Assembly</li> <li>- AMA Interim Assembly</li> </ul> </li> <li>Approval of points for other publications,</li> </ul>



		<p>presentations, or event attendance must be requested from the Award Committee Chair(s). Contact your Region Rep if interested.</p> <ul style="list-style-type: none"> <li>• Must include appropriate description and citation (for publications) or photo to verify attendance.</li> </ul>
100	<ul style="list-style-type: none"> <li>• Per EMRA Regional event co-hosted by your EMIG</li> </ul>	<ul style="list-style-type: none"> <li>• Must be a joint event co-hosted by least two EMIGs and verified by your Region Representative.</li> <li>• Examples include a skills training event, charity fundraiser, community service, social, etc.</li> </ul>
Student Leadership: Bonus 25	<ul style="list-style-type: none"> <li>• Per EMIG Executive Board member with an EMRA membership</li> <li>• Per EMIG member holding a leadership position on the Medical Student Council of your ACEP state chapter, if available</li> </ul>	<ul style="list-style-type: none"> <li>• Max of 4, for 100 total bonus points for EMIG Executive Board members with EMRA membership.</li> <li>• Not every ACEP state chapter has an existing Medical Student Council. Contact your Regional Representative or read <a href="#">this EMRA Newsletter article</a> for advice on how to start one.</li> </ul>
Student Leadership: Bonus 50	<ul style="list-style-type: none"> <li>• Per EMIG member holding a leadership position on the national EMRA Medical Student Council</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">EMRA Medical Student Council</a> roster</li> </ul>

*Questions about the Points and Scoring System? Contact your Regional Representative.*

#### **X. Changes to the EMRA EMIG of the Year Award Description and Evaluation Criteria**

This document shall be frequently reviewed to ensure that its content and structure aligns with the intent and purpose of this award. Informal suggestions may be made by any EMRA member by emailing their Regional Representative. Formal changes to this document must be proposed during an official EMRA Medical Student Council meeting and require a majority vote to be confirmed. Confirmed changes will take effect the following academic year. If a proposed change is identified as urgent and approved by a majority vote, the EMIG of the Year Awards Committee Chair(s) maintain the authority to implement such a change immediately.