

Frances Rutherford Lecture Award

Guidelines

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Frances Rutherford Lecture Award

Guidelines for Selection of Award Recipient

The Frances Rutherford Lecture Award (FRLA) honours the outstanding contribution made by Miss Frances Rutherford to the profession of occupational therapy in New Zealand. The purpose of this award is to encourage occupational therapists in their professional careers and to give recognition to those who have made a significant contribution in their specialist field of occupational therapy.

A brief history of the award

In 1983 the **Frances Rutherford Lecture Award** was created to honour Frances Rutherford, principal of the school 1959-1972 and first qualified occupational therapy teacher. The Award provides an opportunity for respected members of the profession to present a keynote speech at the conference and for this Award to be published.. The award was first presented in 1984.

Aims of the Award

The Frances Rutherford Lecture Award is presented by NZAOT to:

1. stimulate research into aspects of clinical practice and the education of occupational therapists
2. encourage contributions to the literature in the areas of clinical practice and education
3. provide outstanding role models for occupational therapists in New Zealand
4. expose occupational therapists in New Zealand to excellence in clinical practice and education.

Nature of the Award

The recipient of the Frances Rutherford Lecture Award will present the Frances Rutherford Lecture at the NZAOT conference for which they are selected. The lecture will be on a topic of the recipient's choice that stimulates the development of occupational therapy in New Zealand. The lecture will be substantially original and, as such, not have been presented elsewhere in any form.

Once the lecture has been presented at the conference, the recipient of the award will receive a prize in the form of a book voucher to the value of one and half times the current full membership fee.

Eligibility criteria

To be eligible for nomination for the Frances Rutherford Lecture Award (FRLA), nominees must meet the following criteria:

1. Be a current full member of the New Zealand Association of Occupational Therapists.
2. Hold a current annual practicing certificate.
3. Have not received the FRLA previously.

Nomination process

- Nominees must be proposed and seconded by current full members of NZAOT.
- Nominations will only be accepted on the official nomination form.
- Nominations must be accompanied by a curriculum vitae and/or portfolio that outlines the evidence that the nominee meets the eligibility criteria. Refer to the suggestions for preparing portfolio of evidence.

Conditions of granting and accepting the award

Council will make the award on recommendation of the award selection committee. The successful recipient must agree to the following conditions before the award will be granted:

1. The recipient of the award will provide NZAOT with a complete copy of the lecture presented at the NZAOT conference (including any photographs, charts or other materials) in whatever form requested.
2. NZAOT retains the right to publish the lecture in full or in part in any of its publications or any other publication it may decide.
3. NZAOT will retain the copyright for the lecture. (Written permission must be obtained from NZAOT before any material from the lecture is published in any publication other than an NZAOT publication).

Costs and reimbursements

The Association will reimburse the recipient of the award for reasonable costs incurred in preparation of the lecture (e.g. library research fees).

The Association will meet the costs of the award recipient's domestic travel to and from the NZAOT conference at which she/he will present the lecture, accommodation during the conference, and conference registration fees including attendance at the conference social programme.

Submission of nomination documentation

Nominees must submit the following to the selection panel:

- completed official nomination form
- evidence of current registration with the Occupational Therapy Registration Board of new Zealand

- curriculum vitae and/or portfolio of evidence
- an indication of what the nominee's passion is; and what they might like to convey to the profession through the Frances Rutherford Lecture

The nominee's curriculum vitae and/or portfolio of evidence if submitted will be returned to the nominee once the selection process is complete. Nominations will only be considered if all the required documentation has been received. Nominations must be submitted to the selection panel before the required date as published by NZAOT

This means the publishing of the information can take any form, not limited to written

Selection panel

Council will appoint a selection panel to review the nominations and determine which nominee has made the most significant and outstanding contribution to occupational therapy in New Zealand on the basis of the evidence presented. The selection panel will then recommend to Council which nominee should receive the award.

The selection panel will consist of three members who will normally be the President, the Convenor of Research and Development and the most recent past recipient of the award. Nominees are not eligible to be on the selection panel.

Guidelines for evaluating curriculum vitae and portfolios

The selection panel will normally make its recommendation on who should be the recipient of the award based on the written documentation submitted by the nominee. Nominees are, therefore, encouraged to submit a full and complete curriculum vitae along with any other supporting documentation that presents evidence of his/her professional activities.

It is expected that the nominee comment on all of their achievements, providing evidence for all of the below criteria. The candidate needs to have contributed to the profession on each of the four domains, with an average high level (2) of evidence of performance for each of the areas.

The selection panel will consider the evidence presented in the following areas:

1. **Contribution to occupational therapy practice:**
 - Length and breadth of practice in various/specialist fields
 - Service development
 - Role modeling, mentoring, supervision
 - Practice related presentations and publications
2. **Contribution to the occupational therapy professional body:**
 - Offices held
 - Contribution to NZAOT work such as contributing to work parties, LANS etc.
 - Services provided to colleagues

- Services provided to related individuals and organisations on behalf of occupational therapy
- Membership activity

3. Contribution to occupational therapy education:

- Educational development at undergraduate and/or post-graduate levels
- Supervision of students
- Teaching in undergraduate and/or post-graduate programmes
- Leading/facilitating continuing education
- Involvement in organisation of continuing education

4. Contribution to occupational therapy knowledge base through research:

- Publication in professional literature
- Presentation of research at conferences
- Invitation to present research at international educational events
- Other identifiable scholarly activity

Evidence will be rated in all four areas using the following scale:

- 0 no evidence
- 1 some evidence indicating some contribution
- 2 consistent evidence indicating high level of contribution
- 3 convincing evidence indicating exceptional level of contribution

The panel's final decision on who it shall recommend as the successful candidate should be reached by consensus.

Name;

Date:

**EVALUATION CHECKLIST OF CURRICULUM VITAE AND PORTFOLIOS FOR THE NZAOT
FRANCES RUTHERFORD LECTURE AWARD**

Eligibility Criteria:

- Be a current full member of the NZAOT.
- Hold a current annual practicing certificate.
- Have not received the FRLA previously.

Evaluation of evidence in four areas and rated using the following scale:

- 0 no evidence
- 1 some evidence indicating some contribution
- 3 consistent evidence indicating high level of contribution
- 3 convincing evidence indicating exceptional level of contribution

NZAOTs Guidelines for Selection Panel:

1 Contribution to occupational therapy practice including		0	1	2	3
	Length and breadth of practice in various/specialist fields				
	Service development				
	Role modeling, mentoring, supervision				
	Practice related presentations and publications				

2 Contribution to the occupational therapy professional body		0	1	2	3
	Offices held				
	Contribution to NZAOT work such as contributing to work parties, LANS etc.				
	Services provided to related individuals and organisations on behalf of occupational therapy				
	Membership activity				

3 Contribution to occupational therapy education		0	1	2	3
	Educational development at undergraduate and/or post-graduate levels				
	Supervision of students				
	Teaching in undergraduate and/or post-graduate				

	programmes				
	Leading/facilitating continuing education				
	Involvement in organisation of continuing education				

4	Contribution to occupational therapy knowledge base through research				
		0	1	2	3
	Publication in professional literature				
	Presentation of research at conferences				
	Invitation to present research at international educational events				
	Other identifiable scholarly activity				

Evaluator's General Comments:

Evaluator

Date: