



## 2017 Family Practice of the Year Nomination Instructions and Form

**The Family Practice of the Year Award** celebrates the accomplishments and hard work of the members of a family practice in delivering comprehensive services and continuity of care for their patients.

Nomination is open to any family practice in Ontario that:

- Provides exceptional care to their patients.
- Makes meaningful contributions to the health and well-being of their communities.
- Dedicates themselves to life-long learning and/or as researchers and educators of future generations of family doctors.
- Exemplifies the *Four Principles of Family Medicine* as defined by the Canadian College of Family Physicians:
  - The family physician is a skilled clinician.
  - Family medicine is a community-based discipline.
  - The family physician is a resource to a defined practice population.
  - The patient-physician relationship is central to the role of the family physician.

Nominations will be considered in two groups. Group 1 will include family practices with 1 to 5 physicians, while Group 2 will include larger practices with 6 or more physicians.

The winners of **Family Practice of the Year Awards** are recognized at the OCFP'S Awards Ceremony in November in Toronto.

**Deadline for Nominations – March 31, 2017**

## **INSTRUCTIONS**

Please include the following materials in the **Family Practice of the Year Award** nomination submission:

- The nomination form (see below)
- A completely nomination letter form (see below) that describes the nominee and provides examples illustrating how he/she demonstrates excellence in family medicine. Please use the fillable form format below to complete this letter. An additional addendum can be attached as well in Word or PDF format. These categories reflect the parameters on which the nomination packages will be scored.
  - If you do not use the fillable form format, please type the nomination letter to ensure it is clear and legible and please follow all categories outlined in the form below.
  - Feel free to use bullets where appropriate.
- At least three letters of support from colleagues, patients, learners and partners, other than the nominator. A maximum of seven letters can be included with the package.
  - At least one letter from patients and letters detailing patient stories are strongly recommended for a strong package.



## 2017 Family Practice of the Year Nomination Form

<b>NAME OF THE NOMINEE:</b>	<b>NAME OF THE NOMINATOR:</b>
<b>ADDRESS:</b>	<b>ADDRESS:</b>
<b>TELEPHONE:</b>	<b>TELEPHONE:</b>
<b>EMAIL:</b>	<b>EMAIL:</b>
<b>STAFFING INFORMATION:</b> <i>Please provide the number of the following professionals currently on your team.</i> Physicians: _____ IHPs: _____ Admin: _____  <b>IHP &amp; Staff Funding Information (please select one of the following):</b> <input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> N/A	<b>PRACTICE MODEL:</b> <input type="checkbox"/> Community Health Care Centre <input type="checkbox"/> Family Health Organization (in a Family Health Team) <input type="checkbox"/> Family Health Organization (not in a Family Health Team) <input type="checkbox"/> Family Health Group <input type="checkbox"/> Family Health Network (in a Family Health Team) <input type="checkbox"/> Family Health Network (not in a Family Health Team) <input type="checkbox"/> Fee For Service <input type="checkbox"/> Rural Northern Physician Group Agreement <input type="checkbox"/> Association of Ontario Health Centres
<b>Patient Demographic Information:</b>  <b>Number of Patients Served:</b> <b>Basic Demographic Information (if available):</b> <u>Gender divide:</u>  <u>Age distribution:</u>  <u>Ethnic distribution:</u>  <b>Please list any high risk groups served:</b>	

## Nomination Letter

Please provide detailed descriptions of how the nominated team has provided the following in the boxes below:

1. **Overall Excellence in Family Medicine:** Describe the nominee's work in providing the following, with specific anecdotal examples where applicable:

- a. **Clinical Excellence**

*As seen through:*

- Establishing and maintaining clinical knowledge, skills and attitudes required to meet the needs of the practice and patient population served
- Attending to complex clinical situations effectively
- Demonstrating proficient and evidence-based use of procedural skills
- Facilitating efficient structured clinical encounters

b. **A strong community-based practice:**

*As seen through:*

- Identifying vulnerable or marginalized populations in community and respond as needed
- Providing coordination of patient care, including collaboration and consultation with other health professionals and caregivers
- Working collaboratively with other health-care professionals and community organizations to provide coordinated care for patients
- Integrating knowledge of the structure of the health-care system and its components in the provision of care

A large, empty rectangular box with a thin black border, occupying the lower half of the page. It is intended for the user to provide details or examples related to the community-based practice mentioned above.

c. **Acting as a resource to their practice population:**

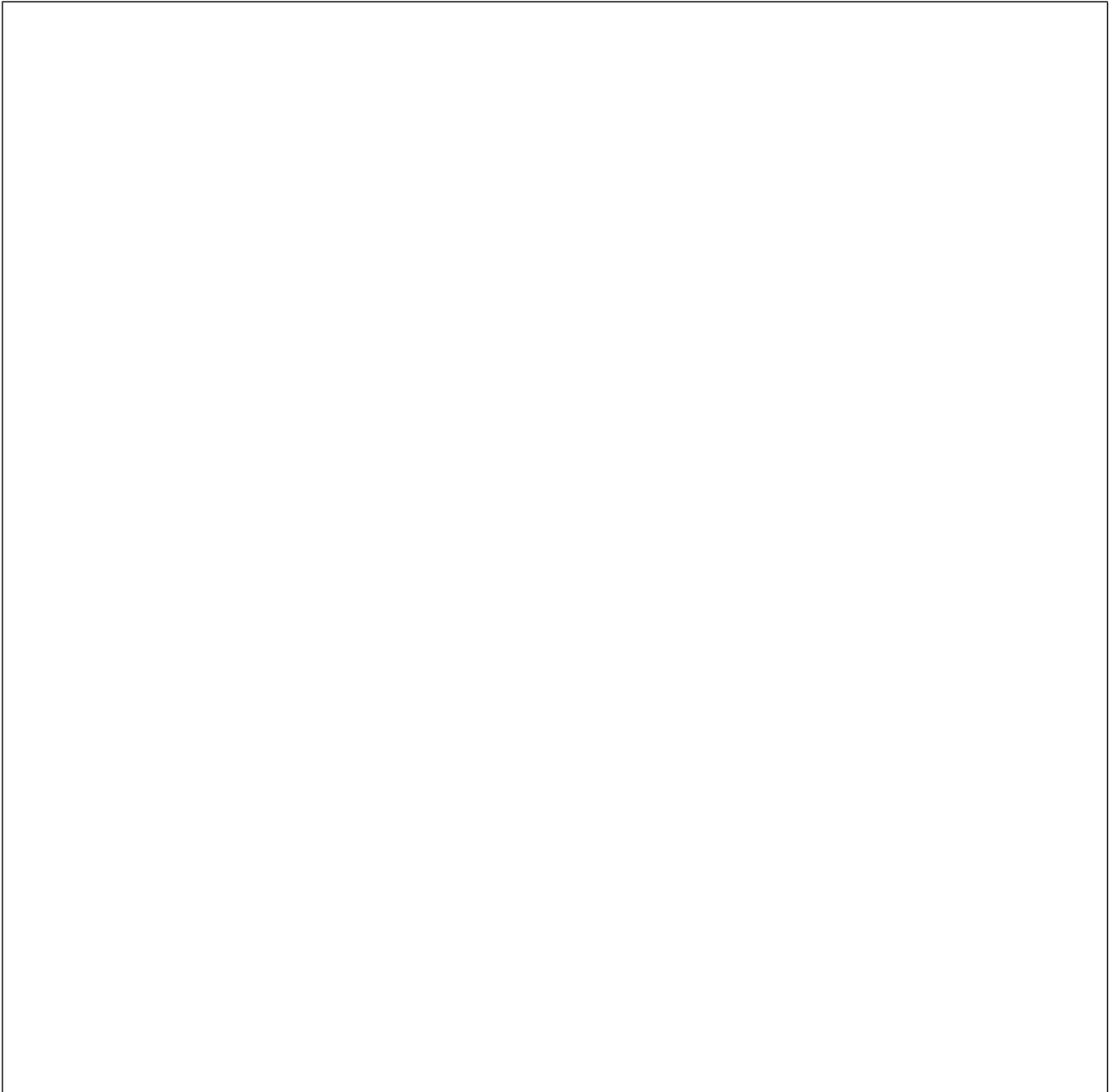
*As seen through:*

- Facilitating the education of patients, families, trainees, other health professional colleagues and the public, on health-related issues
- Conveying effective and pertinent oral and written information to patients and community
- Employing information technology, including electronic medical records to plan appropriately for patient care
- Implementing health promotion and disease prevention policies and interventions for individual patients and the patient population served

A large, empty rectangular box with a thin black border, intended for the nominee to provide evidence or examples of their performance in the area of acting as a resource to their practice population.

d. **Exceptional patient-physician relationships:**

- Establishing positive therapeutic relationships with patients and their families that are characterized by understanding, trust, respect, honesty and empathy
- Demonstrating skills of cross-cultural communications, respecting diversity and difference, including but not limited to the impact of gender, religion and cultural beliefs on decision-making
- Exploring patients' psychosocial context in treatment plans
- Engaging patients, families, and relevant health professionals in shared decision-making to develop a plan of care



2. **Broad Spectrum of Care:** Describe all areas of family medicine the team practices, detailing how many members of the team practice each area:

Area of Family Medicine	Does the Team Perform? (Yes / No)	How many team members conduct this type of care?
Palliative Care		
Home Visits		
Collaboration with Hospitals		
Emergency		
Obstetrics (includes prenatal and antenatal care vs. intrapartum care exclusively)		
Geriatric Medicine		
Mental Health Care		
Dedicated programs for the care for high risk / socially vulnerable patient populations		
Preceptorship & Education of Family Medicine Residents and Medical Students		
Research (Independent of Teaching)		

3. **Excellence in Patient Care:** Describe how:
- a. The team creates programs and resources that are beyond the clinical and professional scope of their roles to provide care to their community
  - b. The care the team provides has a wide social impact
  - c. The team demonstrates innovation in the delivery of care / support of patient population



## **Deadline for Nominations – March 31, 2017**

Please send the completed form and nomination package by email, mail or fax to: Attention:  
OCFP Awards

**Mail:** Ontario College of Family Physicians  
400 University Avenue, Suite 2100  
Toronto, ON, M5G 1S5

**Email:** [awards\\_ocfp@cfpc.ca](mailto:awards_ocfp@cfpc.ca)

**Fax:** 416-867-9990