# MALAYSIAN DIETITIANS' ASSOCIATION
# OUTSTANDING CLINICAL INSTRUCTOR AWARD

## 1. Objective

To acknowledge outstanding Clinical Instructors (CI) in recognition of outstanding contribution as a role model for dietetic interns.

## 2. Participating Institutions by Invitation

- Universiti Kebangsaan Malaysia (UKM)
- Universiti Putra Malaysia (UPM)
- Universiti Sains Malaysia (USM)
- Universiti Teknologi Mara (UiTM)
- Universiti Sultan Zainal Abidin (UNISZA)
- International Islamic University Malaysia (IIUM)
- International Medical University (IMU)

## 3. Nomination and Award Presentation

Nomination must submit the completed nomination form supported by all required documents by the dateline stated.

| No. | Steps | Dateline |
|---|---|---|
| 3.1 | **OUTSTANDING CLINICAL INSTRUCTOR AWARDS** open for nomination | 25th – 30th March |
| 3.2 | Award, Scholarship and Grant (ASG) Committee receive and review nomination (see Eligibility Criteria), and invite the nominee to submit the application package, including an electronic portfolio (See e-portfolio). | 1st- 10th April |
| 3.3 | The nominees work on an e-portfolio and submit it to the ASG before **12th May 2023** | 12th April - 12th May |
| 3.3 | TFDE (Task Force on Dietetic Education) reviews the application package received from the ASG committee | 15th – 20st May |
| 3.4 | MDA Council receive the name of the finalists, endorse the nomination | 24th – 30th May |
| 3.5 | Notification to winner | 1st June – 10th June |

| | | |
|---|---|---|
| 3.6 | **Award Ceremony**<br>• The certificate will be given during award ceremony.<br>• In case of absence of nominee to the award ceremony, the award will be sent to recipient's address.<br>• A congratulatory letter will be sent to winners' institution from MDA.<br><br>**No.** / **Position** / **Award**<br>1 / MDA's Outstanding Clinical Instructor Award / RM1000 + Certificate | 12th June |

## 4. Eligibility Criteria

4.1. The nominee shall be a current MDA Member of the year of nomination.

4.2. The nominator shall be the dietetic intern of the university where the CI are currently working.

4.3. Each institution of higher learning can nominate a maximum of TWO (2) candidates through the respective programme head/ programme coordinator with the following supporting documents:

- **Clinical Instructor Award Nomination Form**
- **At least three (3) written evidence from the dietetic interns outlines specific examples of how the nominee meets or exceeds the selection criteria.**
- **Evaluation from Lecturer/Peer**

4.4. The ASG committee would invite the nominee to submit the application package, including an electronic portfolio (**See e-portfolio**), starting **12th April 2023**.

4.5. Nominees must submit an e-portfolio of their supporting materials to the MDA Award Committee before **12th May 2023** for the evaluation process

## 4. E-Portfolio

The e-portfolio (electronic portfolio) is an electronic collection of evidence that shows your journey in the dietetics profession over time. The e-portfolio should encompass material relevant to the "Merit Criteria" (see below) and include evidence of achievement, photos, and/or videos. It should highlight the most impactful project/ activities relevant to the award.

To facilitate the review process, the material must be presented in electronic form, in the following order and include:

- **Brief Highlights**: a brief one-para highlight of no more than 250 words provides a clear and thematic picture describing the nominee's accomplishment. The abstract may be used for website / Facebook in highlighting the award recipients.

- **Curriculum Vitae –**
    - A comprehensive document lists the qualifications and achievements. The CV is more detailed than a resume, but for this award submission, the CV should not be more than 5 pages.
    - Include personal details, academic history, professional achievement, and current roles and teaching responsibilities, especially clinical teaching.
    - Besides, the contributions to the MDA and other achievements (e.g in media or involvement in University activities, recognition/ awards) should also be included in the CV.

- **Evidence for the Merit Criteria –**
    - This section should demonstrate the role as a CI and provide evidence for the following "Merit Criteria". The materials relevant to the "Merit Criteria" such as evidence of achievement, photos, and/or videos can be included. The most impactful project/ activities relevant to the award must be highlighted.

- **Other significant contributions (if any)**

- Examples of e-portfolio can be found here: https://docs.google.com/document/d/1ZfhwVBRipWPslU-SviiiKDf9ff-TnNq-tmXpQNuAvwg/edit?usp=sharing

## 5. Merit Criteria

As the intent of the award is to honour outstanding CI for their contribution in teaching, leadership and mentoring of dietetic interns, nominees will be judged on the basis of the following **merit criteria**:

5.1. Consistently demonstrates excellence as a preceptor by creating an environment of learning that has resulted in meaningful learning experiences
5.2. Acts as a role model by demonstrating outstanding competence and professionalism in the practice setting that meets dietetic standards of practice
5.3. Actively and consistently demonstrates strong leadership, knowledge and a professional approach during interactions with the dietetic interns and colleagues.
5.4. Demonstrates an ongoing willingness to precept students and facilitate learning using a creative, collaborative approach, setting evidence-based goals to meet objectives, monitoring progress and providing constructive on going evaluation to achieve student success
5.5. Demonstrates a commitment to the relationship by recognizing the unique needs of each student and dedicates the necessary time to support and enhances the student learning experience.

## 6. Nomination Submission

6.1 The application must be submitted via email to **mda.awardsgrants@gmail.com** by **30th March 2023***

**Important date: The Award, Scholarship and Grant (ASG) Committee will receive and review nominations and invite the nominee to work on the electronic portfolio starting **12th 2022**. The nominee must submit the e-portfolio by **12th May 2022** for further evaluation by the TFDE members.*

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# NOMINATION FORM

**INSTITUTION** (Each institution can submit maximum of TWO names)

**INSTITUTION** : _____

**PROGRAMME HEAD NAME** : _____

**EMAIL** :

**CONTACT NO.** :

**NOMINEE'S DETAIL**

**NAME** : _____
(Full name as it should appear on the certificate)

**I.C. NO.** : _____

**EMAIL** : _____

**CONTACT NO.** : _____

**.....MDA AWARD, SCHOLARSHIP AND GRANT (ASG) COMMITTEE USE ONLY.....**

**SUBMISSION CHECKLIST (Submit by April 30th)**

- ☐ MDA Outstanding CI Nomination Form
- ☐ Nominee is currently an active member of MDA
- ☐ THREE supporting written evidence (from Dietetic Interns) are attached
- ☐ Email a soft copy to **mda.awardsgrants@gmail.com**

**CODE OF NOMINEE** : **/20_ _**
**RECEIVED BY** :
**DATE** :

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# WRITTEN EVIDENCES BY DIETETIC INTERNS

**To be filled up by Dietetic Interns of the respective university (attach additional pages as needed)**

1. *How did the Clinical Instructor inspire you to learn and grow into your role as a dietitian? How did he/she tailor the placement program to meet your educational needs?*

2. *How the Clinical Instructor was a role model of professional dietitian behaviour (for example as a teacher, mentor, resource person, research, evidence-based practice, etc.)*

3. *Tell a story about a way the Clinical Instructor demonstrated excellence as a preceptor.*

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# WRITTEN EVIDENCES BY DIETETIC INTERNS

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**To be filled up by Lecturer and Peer of the respective university (attach additional pages as needed)**

1. Why do you think that this Clinical Instructor deserve the best CI awards?