



GUIDELINES ON THE AWARD OF THE FELICITY HAWKER MEDAL

1. INTRODUCTION

The Felicity Hawker Medal was established in 2004 to honour Dr Felicity Hawker, inaugural Dean of the Joint Faculty of Intensive Care Medicine. It was adopted by the College upon its establishment in 2010. The Felicity Hawker Medal is awarded to the trainee (or Fellow within 1 year of award of the Diploma of Fellowship), who is judged to make the best contribution at the Felicity Hawker Medal Presentation held as part of the Annual Scientific Meeting (ASM).

2. PRESENTATION AT THE ANNUAL SCIENTIFIC MEETING

All applicants who wish to present at the Felicity Hawker Medal Presentation at the ASM must adhere to the following:

2.1 Eligibility

- 2.1.1 The applicant must be a trainee or Fellow within 1 year of award of the Diploma of Fellowship.
- 2.1.2 All material presented for the Medal must be limited to or related directly to the submitted Formal Project.
- 2.1.3 Application to present must be accompanied by an abstract of the material to be presented.
- 2.1.4 The Formal Project must be submitted in line with T-9 *Formal Project Requirements* for evaluation at least two months prior to the scheduled date of presentation. Whilst all criteria for submission of the Project (apart from the presentation) must be met, it is not essential that the Project has been fully assessed and accepted by the Formal Project Panel prior to application to present at the ASM.

2.2 Application to present

All applications to present for the Felicity Hawker Medal Presentation must be made via the College's online submission Portal. A limited number of abstracts will be accepted each year and at the completion of the submission process, applicants must confirm they have read and understood the guidelines of the Felicity Hawker Medal and the conditions stipulated on the submission portal.

All applications must include:

- 2.2.1 An appropriate abstract in line with section 3.1;
- 2.2.2 A statement that institutional ethics committee approval has been obtained must be included if the work involves human or animal subjects. If no ethics approval is required this must clearly documented;
- 2.2.3 A statement identifying any conflicts of interest;
- 2.2.4 A statement outlining the contribution of the applicant to the design and conduct of the study. This should be a brief statement describing the role of the trainee in the project, covering the extent of involvement in each phase of the study reported including the writing of the report itself. This constitutes an assessable component of the award application and must contain the signatures of the Supervisor and trainee.

3. ABSTRACTS

All applicants who wish to submit an abstract for the Felicity Hawker Medal Presentation at the ASM must adhere to the following:

3.1 Requirements

- 3.1.1 Abstracts must be written in English and should contain no more than 250 words (not including titles).
- 3.1.2 Abstracts and manuscripts should not have been published in any medical peer reviewed journal more than 24 months prior to presentation and in general should not have been presented at more than one meeting from which such publications arise. Studies with substantial changes in methodology and/or with substantial additional data may be submitted; presented and published a second time if acknowledged, but rewritten abstracts on the same study should not.
- 3.1.3 Abstracts must be submitted via the specified online portal in Word format; Arial font 11 point, single spaced and should not contain subheadings, underlines and bold type.
- 3.1.4 The abstract heading must contain the title in BLOCK CAPITALS and have one line space prior to text commencement.
- 3.1.5 The title should be precise so that it conveys the main message of the study.
- 3.1.6 Abstracts should contain brief but complete statements of introduction, objectives, methods and setting, results and conclusions.
- 3.1.7 Abstracts should be written in the past tense.
- 3.1.8 Abstracts must contain sufficient information so that when it is published in the proceedings or a scientific journal, it will be a complete report independent of the presentation. The text should not contain statements alluding to results or conclusions not presented in the text: abstracts stating "*will be discussed*", "*will be described*", or "*will be presented*" will be rejected.

- 3.1.9 Only standard abbreviations should be used. In general, no more than two non-standard abbreviations should be used. Use SI units except for pressure, using cmH₂O or mmHg with kPa in brackets.
- 3.1.10 A maximum of two references and one figure (either a simple graph or a table) may be included.
- 3.1.11 Simple tables are acceptable but graphs, diagrams and complex tables are not.
- 3.1.12 Abstracts accepted for presentation will be printed in the ASM handbook.

3.2 **Assessment Criteria**

- 3.2.1 Reviewing the abstracts will be carried out online by at least two members of the local organising committee. The score assigned to each abstract will be the average of the reviewers' scores with major disagreements between scores resolved through discussion between the reviewers and may include input from a third reviewer.
- 3.2.2 Abstracts which receive the highest scores will be given the opportunity to present in the Felicity Hawker Medal Presentation which will be judged using the criteria outlined in Appendix 1.
- 3.2.3 Each of the submitted abstracts will be assessed using the criteria outlined in the scoring grid. The criteria are based on the [STROBE statement conference abstract checklist](#), the [CONSORT abstract checklist](#) and the [ARRIVE checklist](#). Where a study uses a different methodology to that described in these checklists, the abstract will be assessed with reference to the major headings outlined below.
- 3.2.4 If the reviewed abstract is not accepted for the Felicity Hawker Medal Presentation, it may be considered for the Best Free Paper or Short Paper Presentation.

4. **ASM ADJUDICATION PANEL**

The Adjudication Panel is responsible for the awarding the best presentation during the ASM.

- 4.1 The Board may appoint three adjudicators for the Medal in addition to the Chair of the Education Committee. This task may be delegated to the Chair of the College ASM Committee and additional adjudicators may be co-opted onto the panel at the ASM should one or more of the appointed adjudicators are unable to attend.
- 4.2 A ten minute presentation, followed by five minutes of questions, will form the basis on which each entry for the Medal is considered by the Adjudicating Panel. The presentation must be based on the material submitted in the trainee's Formal Project.
- 4.3 The Adjudication Panel will use the marking criteria outlined in Appendix 2.
- 4.4 If, in the opinion of the adjudicators, no presentation attains a sufficiently high standard, the Medal will not be awarded.

Appendix 1: Abstract Review Criteria

Criteria	Score
<p>Title: 5 marks</p> <p>Provides a title that indicates the study's design (e.g. randomised, cohort, case-control, cross-sectional, systematic review and meta-analysis, in vitro study, in vivo study etc.).</p>	
<p>Objective(s): 10 marks</p> <p>The primary and any secondary objectives of the study are clearly described.</p>	
<p>Methods: 15 marks</p> <ul style="list-style-type: none"> • Describes the setting where the research was conducted; • Describes eligibility criteria (where applicable); • Describes the trial design in detail (e.g. phase I, phase IIa, phase IIb, parallel groups, cohort, case-control, cross sectional etc); • For pre-clinical studies, describes experimental methodology in clear concise language which is likely to be understood by a general ICU audience; • Uses appropriate methods to achieve the study's stated objectives. 	
<p>Results: 20 marks</p> <ul style="list-style-type: none"> • Reports the number of participants; • Uses appropriate statistical methods; • Reports sufficient information to allow the reader to establish the internal and external validity of the results; • Reports all results stated in the methods as having been assessed. 	
<p>Originality: 15 marks</p> <p>Marks assigned for originality will include an overall assessment of the originality of the study hypothesis, methods, results, and interpretation, and if known will assign extra merit to work that has been conceived by the trainee themselves.</p>	
<p>Context: 5 marks</p> <p>Relevance to the Australian and New Zealand context.</p>	
<p>Work performed by the presenting author: 20 marks</p> <p>For example, a prospective RCT in which a trainee has personally enrolled a large number of patients over a year should receive higher marks than a retrospective database review.</p>	
<p>Conclusions: 10 marks</p> <p>Provides conclusions which are supported by the results presented and place the results in an appropriate context.</p>	
TOTAL SCORE	/100

Appendix 2: Felicity Hawker Medal Assessment Criteria

PRESENTER:			
SECTION	CRITERIA	SCORE	TOTAL
Declaration	Original concept and first author of the project	/2	/10
	Protocol development and preparation of ethics submission	/2	
	Data collection	/2	
	Data analysis	/2	
	Preparation of abstract and slides	/2	
Abstract	Informative and conforming to Instructions for Authors	/10	/10
Content	Critical review of literature	/10	/40
	Study design and conduct of trial	/10	
	Statistical or analytical methods	/10	
	Validity of conclusions	/10	
Performance	Delivery of paper	/10	/40
	Timing of paper	/10	
	Clarity and relevance of slides	/10	
	Discussion and questions	/10	
TOTAL SCORE			/100

Republished by CICM: 2010

Last revised: 2014, 2016

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