Nomination Process Instructions: Read Carefully

PLEASE NOTE: The review committee will only consider nomination applications that are complete, submitted properly, and on time.

THE NOMINATION PROCESS

- collect all required materials before beginning the nomination submission survey
- upload ALL required materials via the submission survey as discrete files to the appropriate survey location

REQUIRED MATERIALS

1. Letter of Nomination. A letter of nomination, specifically identifying the submitter as the nominator, should include a brief summary of the accomplishments of the nominee.

2. Additional Letters. A MAXIMUM of THREE (3) additional letters of support from others (faculty, staff, trainees) may be submitted. ONE (1) of these letters may be from outside Penn Medicine.

Please Read Letter Requirements Carefully: All included letters should include specific examples that illustrate the principles and requirements for election to the AOMC, and address areas such as the nominee’s core philosophy regarding patient care and teaching/training, mastery in clinical care and delivery, personal values and beliefs, the importance of professionalism, and any other qualities relevant to being a member of the AOMC. Do not submit letters of support for academic promotion.

3. Leadership Attestation Form. The Leadership Attestation Form requires that the Department Chair/Division Chief, Physician leader of Penn Specialty Practices/Penn Primary Care, or Chief Executive Officer of Lancaster General Hospital, Princeton Medical Center, Chester County Hospital, or Penn Medicine at Rittenhouse (as appropriate to candidate) affirms that
   - he/she/they acknowledge and are in support of the nominee in fulfilling responsibilities associated with being designated as a member of The Academy of Master Clinicians
   - professionalism expectations have been met by the nominee as follows:
     - Lack of state-board sanctions
     - Minimal founded patient & safety complaints
     - Minimal professionalism concerns captured in learner evaluations, Penn Safety Net, etc.
     - Absence of active remediation plan

4. The Nominee's Core Philosophy Statement (maximum 600 words). This is NOT the personal statement submitted for academic promotion. The core philosophy statement for the AOMC will focus on the nominee’s core philosophy on what it means to be a physician, what moves and inspires them, what they believe service as a physician should reflect: what will be their legacy?

5. The Nominee’s CV.

Do not email materials to review committee members. No exceptions.

WHEN YOU HAVE COLLECTED ALL REQUIRED MATERIALS, CLICK HERE TO BEGIN THE NOMINATION SUBMISSION SURVEY.