

THE DEPARTMENT OF PAEDIATRIC ADMINISTRATIVE EXCELLENCE AWARD

TERMS OF REFERENCE

1. SUMMARY

The Paediatric Administrative Award was first awarded in 2007 to acknowledge the complex work and dedication of a Department of Paediatrics administrative staff throughout the year. It recognizes an administrative staff member in the department who demonstrates outstanding performance and excellence in all aspects of their role. This individual possesses exceptional critical thinking, organizational, communication and interpersonal skills and is motivated to perform above and beyond their responsibilities.

2. ELIGIBILITY AND NOMINATION PROCESS

Candidates are selected based on their individual accomplishments, not only in their day-to-day activities, but also based on their contribution in their division, the Department of Paediatrics, and/or hospital-wide and university (for example, development and implementation of best practices). We are looking for candidates who go beyond their job profile and exemplify SickKids and the University values.

Submissions are reviewed by an awards committee and the winner from each category receives a prize worth \$1,000 (after applicable taxes).

Categories: There are 2 categories

- Administrative Assistant
- Coordinator (Administrative Coordinator/Education Administrative Coordinator/Divisional Administrative Lead)

Announcements will be made at the Department of Paediatrics Annual Awards Day celebration as well as online (SickKids.ca, U of T, newsletter).

3. NOMINATION GUIDELINES

All permanent administrative staff members of the Department of Paediatrics are eligible for nomination by all SickKids staff (e.g., fellow admin colleagues, allied health, trainees, physicians).

Suitable candidates for nomination include permanent administrative assistants, administrative coordinators and divisional administrative leads working 0.4 to 1.0 FTE.

4. EVALUATION / RANKING CRITERIA

Some additional determinants that may help the Committee distinguish between the nominees:

(This is just a guideline. The list of questions can be revised or customized as needed.)

Name:					
Award:					
			Yes (2 points)	Somewhat (1 point)	No (0 points)
Has the nominator clearly demonstrated how the nominee meets the criteria?					
Has the candidate displayed the organization's values?					
Compassion	Integrity	Collaboration	Inclusion	Innovation	Excellence
Are a broad representation of groups positively impacted by the nominee by their/his/her work?					
Does this contribution provide benefits beyond the organization? (i.e., community and/or patients and/or family)					
Does this contribution serve a high risk or under- represented population?					
Diversity - Would the nominee be considered to represent a segment of the administrative population that has not or rarely received this award in the past (i.e., gender, age, years of service)					
Comments by committee					
Subtotal					
TOTAL:					

5. COMMITTEE

Committee Membership

The Awards Committee is comprised of the Director of Strategy, Finance and Administration for the Department of Paediatrics, Department of Paediatrics Business Operations Managers, and the Department of Paediatrics Program Managers. The Director acts as Chair of the Committee.

Committee Meetings

The committee will meet twice a year by videoconference or in-person, usually in March and May. The Chair will determine if any additional meetings are required.

March to review the Awards Terms of Reference

May to select an award winner.

Quorum and Voting

A minimum of six committee members will comprise a quorum. The preferred nominee for each award is selected by a majority vote of the committee members in attendance at the meeting. The Committee Chair will cast the deciding vote only if required in the event of a tie.

6. DOCUMENTS

Applications for the Paediatric Administrative Award must consist of the following documents:

1. Letter of Support #1. (Group letters are considered acceptable).
2. Letter of Support #2
3. Letter of Support #3 (optional)
4. Letter of Support #4 (optional)

Nomination Letters should be addressed to Chris Carew, Director of Strategy, Finance & Administration.

Items to include in your nomination:

Please describe how this Administrative Professional possesses a high level of proficiency in their role as an Administrative Professional.

Please provide specific examples of how this Administrative Professional share the same values as the organization.

How has this Administrative Professional demonstrated a passionate commitment to their organization's cause or purpose?

How has this Administrative Professional demonstrated superb customer service, both internally and/or externally?

How has this Administrative Professional served as an advocate for fellow employees?

Please share any additional thoughts, information, insights, etc. that you believe would be helpful to the judges in determining this candidate's unique contributions in this award category.
(optional)

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