

## CONTINUING EDUCATION AWARD EXCELLENCE IN PROGRAM DEVELOPMENT AND COORDINATION TERMS OF REFERENCE AND CONDITIONS

### SUMMARY

This award recognizes excellence in program/conference development and coordination in a Department of Paediatrics or University of Toronto, Continuing Education, sponsored event. Either an individual or a committee/group can be nominated for this award. Groups/committees wishing to be nominated will need to recognize a representative (e.g., Conference Chair or Program Director) although all names of the nominated group should be included.

### AWARD CRITERIA

Criteria that should be addressed in the nomination include the course design, promotion, organization, achievement of objectives and relevance to the needs of the course participants. Specifically, nominations must include the following:

- Demonstrated excellence in program/conference development (including evidence of effective needs assessment).
- Demonstrated excellence in learner engagement and active learning.
- Demonstrated fulfillment of program objectives.
- Equity, diversity and inclusion are addressed in one or more of the following: needs assessments, course objectives, subject/content, intended audience.
- Evidence of effective evaluation strategy and outcomes measures.
- Demonstrated impact of program.

### ELIGIBILITY AND NOMINATION PROCESS

- Either an individual or a committee/group can be nominated for this award. Groups/committees wishing to be nominated will need to recognize a representative (e.g., Conference Chair or Program Director) although all names of the nominated group should be included.
- Nominated programs or conferences must have been accredited through UofT CPD.
- These awards are selected annually for programs that took place in the previous academic year. For example, the nomination process held in November 2022 will recognize programs or conferences that took place from July 1, 2021 to June 30 2022.

### NOMINATION GUIDELINES

Nominations will be sought from the Department of Paediatrics and other allied Faculty and health care professionals. The nominator must provide a minimum 1-page description of why the person should be nominated. The nominator may provide documentation from others supporting the nomination.

The top three nominees will be informed and may be requested to assist the nominator in compiling the award dossier.

An individual who has been previously nominated, and has not won an award, remains eligible in a succeeding year. An individual will not normally be considered for an award if he/she/they has won an award in the previous three years.

## EVALUATION/ RANKING CRITERIA

Winners are decided by the Department of Paediatrics' Continuing Education Awards Subcommittee.

All nominations are reviewed by the Subcommittee and decisions are made by consensus. The Committee makes recommendations to the Executive of the Department and, on acceptance, the Chair of the Department.

Candidates are evaluated on:

- Executive summary and letter of nomination that addresses the award criteria, explains the impact of the nominated program/conference and includes the nominator's reasons for supporting the nomination.
- Program/Conference information dossier that includes:
  - Copy of or live link to the program/conference agenda.
  - Needs assessment process and data on which the program/conference was developed.
  - Documentation of planning committee members.
  - Statement of program objectives.
  - Statement of learning outcomes if relevant (may be addressed in objectives).
  - Data on learning outcomes (e.g., data demonstrating changes in knowledge, behaviours, attitudes; feedback data stating proposed changes to practice by participants).
  - Evaluation/outcome data.
  - Participant comments.

## COMMITTEE

The Department of Paediatrics Continuing Education Awards Subcommittee consists of:

- Director of Continuing Education – Mark Feldman
- Administrative Lead: Vishan Shan
- Associate Chair of Education – Adelle Atkinson
- Two members of the Departmental Continuing Education Committee

## DOCUMENTS

- Applications for (award) must consist of the following documents:
- Nomination letter that includes a description of why the person should be nominated (mandatory)
- Nominee's CV (optional)
- Course program example (mandatory)
- Evaluation data and/or participant comments (mandatory)
- Minimum of one letter of support, up to a maximum of three letters of support (mandatory)
- Previous programs to show the evolution of the course (if relevant)

- Additional documentation (if applicable)

NOTE: While the award is designed to recognize excellence in program/conference coordination there will also be consideration given to Department members who have developed CE initiatives in non- traditional formats as well. The latter may include the development of enduring CE material, technology- based education, or other creative activities.

Nomination Letters should be addressed to: Dr. Mark Feldman, Director, Continuing Medical Education

Nominators or nominees wishing further details on the nomination process and relevant supporting documentation may contact the Departmental CE Office [vishan.shan@sickkids.ca](mailto:vishan.shan@sickkids.ca) or call 416- 813-8122