

CONTINUING EDUCATION AWARD – EXCELLENCE IN PROGRAM DEVELOPMENT AND COORDINATION

TERMS OF REFERENCE AND CONDITIONS

SUMMARY

Excellence in Program/Conference Development and Coordination in a Department of Paediatrics or University of Toronto, Continuing Education, sponsored event.

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.

Documentation should be specific to the category, or each category, in which an individual is nominated.

EXCELLENCE IN PROGRAM DEVELOPMENT AND COORDINATION in a Department of Paediatrics or University of Toronto, Continuing Education, sponsored event. 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.

Documentation must include the following:

- Course program
- Evaluation data
- Participants' comments
- Peer opinion (limited to 3-5)
- Previous programs may be submitted to show the evolution of the course, if relevant.

NOTE: While the award is designed to recognize excellence in course coordination and/or teaching, 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.

ELIGIBILITY AND NOMINATION PROCESS

All members of the University of Toronto's and The Hospital for Sick Children's Department of Paediatrics, full and par- time, are eligible for the Award.

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.

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

Nominations should be submitted via RedCap <https://surveys.sickkids.ca/surveys/?s=MKX3RDCDKL>

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

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:

- Demonstrated excellence in Program/Conference Development (including evidence of effective needs assessment)
- Demonstrated excellence of learner engagement
- Demonstrated fulfilment of program objectives
- Evidence of effective evaluation strategy and evaluation outcomes
- Evidence of program outcomes
- Demonstrated impact of the program

Candidates are ranked by scores calculated from the evaluation document.

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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 3 letters of support. (mandatory)
- Previous programs to show the evolution of the course (if relevant)
- Additional documentation (if applicable)

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