

## **CONTINUING EDUCATION AWARD - LONG TERM CONTRIBUTION**

### **TERMS OF REFERENCE AND CONDITIONS**

#### **SUMMARY**

This award recognises the long-term contribution to the Department of Paediatrics and/or the University of Toronto sponsored Continuing Education. The criteria include course coordination, teaching excellence and other creative CE activities, and may include an administrative or research role in Continuing Education.

#### **ELIGIBILITY AND NOMINATION PROCESS**

One award is available annually. Potential areas for recognition of excellence in

- long-term contribution to Continuing Education in the Department of Paediatrics.

All members of the University of Toronto's and The Hospital for Sick Children's Department of Paediatrics, full and part 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](mailto: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

#### **AWARD CRITERIA**

**LONG-TERM CONTRIBUTION** to the Department of Paediatrics and/or the University of Toronto sponsored Continuing Education. The criteria include course coordination, teaching excellence and other creative CE activities, and may include an administrative or research role in Continuing Education.

Details of relevant Department-sponsored activities or research should be listed. The information provided should reflect a commitment to excellence in Continuing Education sustained over at least five years.

Course programs, evaluation data, participants' comments and peer support letters, if applicable, should be limited in each instance to five items.

## EVALUATION/ RANKING CRITERIA

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

All nominations are reviewed by the Subcommittee and decisions made by consensus. The Committee makes recommendations to the Executive of the Department and, on acceptance, the Chair of the Department. Candidates are ranked by scores calculated from the attached evaluation document.

- Demonstrated impact of (formal or informal) leadership roles/positions
- Long term contributions to Continuing Professional Development
- Demonstrated impact of innovation(s)
- Demonstrated sustained commitment to, and excellence in education (which may include teaching, program coordination, administration, and/or scholarly activities in Continuing Professional Development.
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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 to include a description of why the person should be nominated (mandatory)
- Nominees' CV (mandatory)
- Course program example (s) if available (optional)
- Evaluation data or testimonials or participant comments reflecting the long-term contributions. (mandatory)
- Letter of support from full time faculty within the Department of Paediatrics (mandatory)
- Minimum of one letter of support up to a maximum of 3 letters of support (mandatory)

Details of relevant Department-sponsored activities or research should be listed. The information provided should reflect commitment to excellence in Continuing Education sustained over at least five years.



Course programs, evaluation data, participants' comments, and peer support letters, if applicable, should be limited in each instance to five items.