

	Policy/Procedure Name:	Board Award of Excellence
Manual: Board of Directors	Number:	
Section: Foster Relationships	Effective Date:	01 Nov 2007
Pages: 1 of 3	Revision Date:	13 Feb 2020

Purpose

The Board of Directors’ Award of Excellence Program is designed to:

- Provide the Board with an opportunity to recognize and honour the outstanding performance and achievements of peer-nominated staff and physicians within our organization.
- To promote, reward and recognize employee achievements that especially demonstrate the values of Muskoka Algonquin Healthcare
- To recognize and publicize the achievements of employees among the communities that we serve

Scope

The policy pertains to all staff members and physicians at Muskoka Algonquin Healthcare (MAHC).

Criteria and Procedure:

1. The Board Award of Excellence is a nomination-based award that is issued annually. Up to 4 individual awards will be issued per year.
2. Eligibility:
 - (a) Employees may be full time, part time, temporary or casual;
 - (b) Employees of any Hospital contracted services are also eligible;
 - (c) Physicians are eligible for nomination
3. Ineligible:
 - (a) Group nominations;
 - (b) Members of the Senior Leadership Team as defined as “Designated Executives” in the MAHC Executive Compensation Framework.
4. Nominations will be accepted beginning in March through to on or around May 1st each year. Nominations must be received by **4:00 pm** on the designated day in May.
5. Any member of the staff, Board, or physician of MAHC may nominate other members of the staff or physician group for an Award of Excellence. A nominee may receive several nominations by different staff member, Board members or physicians.
6. All nominations must be completed in full and signed.
7. All nominations will be submitted in confidence to the Executive Assistant, who will in turn submit to the Resources & Audit Committee, as well as the Senior management team.
8. Senior management will assume the responsibility of recommending award winners to the Resources & Audit Committee, based on the information received in the nomination and their validation of the submitted information. Final decisions on award recipients will rest with the Board of Directors.
9. Awards will be given out based on the following:

The nominee demonstrates all of our organization’s values, and must demonstrate or have demonstrated **one** of the following:

 - (i) significant achievement in patient and family centered care; or

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- (ii) significant accomplishment in the management of people, financial resources or material resources; or
- (iii) successful completion of a major project of special assignment in a manner beyond what could normally be expected; or
- (iv) an outstanding initiative which has resulted in significant monetary and/or non monetary benefits to MAHC in regards to increasing efficiency, effectiveness, improving patient/client service delivery or displaying innovation and creativity in their work environment.
- (v) a staff member or physician who demonstrates an extraordinary commitment in regard to patient safety, has championed a new patient safety initiative or process or has thought of an innovative solution to a patient safety issue. The selection committee will seek concrete examples of the nominee’s exceptional performance.

10. All nominations will be acknowledged to the nominators as they are received. A letter of congratulations will be sent to the nominee, advising them they will be entered into the selection process.
11. All nominees will be acknowledged prior to the selection in MAHC, as well as on the Intranet site.
12. Winners of the Board Award of Excellence will be recognized as follows:
 - (a) The award(s) will be presented at the Annual General Meeting in June of each year. Invitations will be extended to attend the AGM for the awards ceremony.
 - (b) The award(s) will be presented by the CEO and Chair of the Board of Directors.
 - (c) Award winners will receive a specially inscribed MAHC gift, a certificate and a day off with pay.
 - (d) A photograph of all the winners will be taken and submitted to the local newspapers for publication, as well as within the newsletter and on the intranet.
 - (e) The Manager will ensure there is an additional recognition ceremony in the primary work site of the award winner.

Nomination Packages:

Nomination packages are composed of:

- i) Description of the purpose of Award of Excellence program
- ii) Description of the nomination process
- iii) The nomination form, which contains the criteria for nomination with the opportunity to describe how the nominee meets our values and at least one of the criteria.
- iv) Selection will be based solely on the information presented on the nomination form.

Notes

Nominees *need not meet all of the criteria*, but nominators are encouraged to cite all that apply to the candidate.

When the selection process is complete, the nomination comments will be presented to the employee

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