



# President's Excellence Awards

## NOMINATION RULES AND OTHER IMPORTANT INFORMATION

### *The Nomination Process*

Nominations must be submitted no later than Jan. 31, 2012. Nominations will be evaluated solely on the content of the submission. Nomination submissions must include:

- A completed nomination submission form, available on the Alberta Health Services website or from AHS Human Resources Advisors.
  - A 1000-word or less description as to why the nominee should be considered for a President's Excellence Award.
  - A digital photo of the nominee.
  - Five pieces of support materials which could include: letters of reference; testimonials from peers, patients or clients; news clippings or other documents that support the submission.
  - Completed nomination submissions or questions can be emailed to:  
PresidentsExcellenceAwards@albertahealthservices.ca
- By nominating someone you confirm the accuracy of all information submitted and that you have the nominee's authorization to put their name forward. AHS reserves the right to confirm the accuracy of the information provided in the nomination submission.
  - In order to receive their award, President's Excellence Awards finalists must provide consent for the publication of their name(s), photo(s), and/or video footage in connection with the award, and for media coverage.

### *Rules and Regulations*

- Nominees must be employees of Alberta Health Services or a physician with AHS privileges.
- The work for which the staff, physician or team is being nominated must have been done in their capacity within AHS and not for another organization.
- The project or achievement must have taken place during the two years prior to the application close deadline.
- You cannot nominate yourself.
- Staff, physicians or team members who have retired or passed away can be nominated as long as they were employed within one year prior to the date of nomination.
- Nominations for the President's Excellence Awards can be made by AHS staff, physicians with AHS privileges and the public, which includes AHS volunteers.
- Nominations submitted after the deadline will not be considered.
- A nomination can only be submitted in one category in any year.

### *The Selection Process*

Representatives of AHS committees and Dr. Eagle will review all submissions and select their top five submissions in each category. The Quality and Safety Improvement, and Research categories will be judged by representatives of the Clinical Strategic Executive Committee. Representatives of the Alberta Clinician Council will judge the Workplace Health and Safety category.

### *President's Awards Presentation*

Finalists will be chosen and announced at the end of April.

Award recipients will be announced the last working day prior to the second week of May during which AHS marks Canada Health Day May 12 to allow the presentation of the awards to the recipients in conjunction with local events.

The President's Excellence Awards will be presented at the recipients' worksites at special events hosted by Dr. Eagle, along with members of the Executive Committee and local leaders.

Recipients of the awards will receive a framed certificate and photo of the presentation, along with a financial award in the form of a one-time discretionary budget allocation to advance further innovative work or enhance service in their program areas.

Recognition of the achievements will be provided on the AHS website, through AHS publications and through other internal and public sites.

Those who require printed copies of the nomination form may contact Angela Anderson, Director, Organizational Development at 780-735-0591.