

## President's Excellence Awards – Nomination Guidelines

### Submitting a Nomination

Nominations must be submitted no later than Feb.8, 2019, at midnight. Nominations will be evaluated solely on the content of the submission. Nomination submissions can be completed on the [SPIRIT website](#). If you haven't already set up an account, you will be asked to do so prior to signing in the first time. You will then select the AWARDS tab and in the dropdown menu select Nominate PEA.

### The Nomination Submission

- Nomination submissions must include: A completed nomination form. The body of the form should not exceed 4000 characters per question.
- A minimum of one (1) to a maximum of three (3) pieces of support materials. Support material may include: letters of reference; testimonials for peers, patients or clients; news clippings; screen shots of website content; or other documents that support the submission. The total submission size for the support materials must not exceed 10 megabytes in size. Only material attached to the nomination submission will be considered. Web links to material will not be reviewed.

### Rules and Regulations

- Nominees must be employees of Alberta Health Services or a physician with AHS privileges.
- The work for which the employee, 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 submission close deadline.
- Any member on a team including the team lead may nominate the team for an award.
- Self-nominations are not accepted for any individual nominations.
- Employees, physician 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 can be made by anyone. This includes AHS staff members, physicians, volunteers and members of the public.
- Nominations submitted after the Feb. 8, 2019 deadline will not be considered.
- A nomination can only be submitted in one category.
- 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.
- Award finalists and recipients 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.

### The Selection Process

The President and CEO and representatives of AHS committees will review all submissions.

***Award Presentation***

Award recipients will receive a certificate of acknowledgement, a pin, commemorative awards booklet highlighting all recipients and their achievements and celebratory luncheon. The President's Excellence Awards will be presented at an arranged time and when possible, with the President and CEO, and/or members of the Executive Committee and local leaders.

***More Information***

For more information visit <http://www.albertahealthservices.ca/info/PresidentAward.aspx>  
Questions can be directed to [PresidentsExcellenceAwards@ahs.ca](mailto:PresidentsExcellenceAwards@ahs.ca)