

**Eligibility:**

Nominee must be a:

- o Program Administrator for any of the residency or Area of Focused Competence (AFC) programs at Dalhousie, with 2+ years of service.

**Criteria for consideration:**

Nominees must demonstrate at least one, or a combination of the following criteria:

- o The individual serves as a role model for other program support staff.
- o Has made innovations that benefited program administration in his/her own, or multiple programs
- o Is identified by residents as a strong support within the program
- o Provides excellent support for Program Directors through their commitment to residency training and approach to program administration.

**Nominations:**

- o Any faculty, staff or resident is invited to submit a nomination.
- o Nomination packages must include the following:
- o A 500-word nomination letter to the PGME Office stating how the individual has met the above criteria and how he or she demonstrates outstanding support of Residency Education Administration
- o A letter of support from one other faculty or staff member
- o A letter of support from a resident(s) in the program

**Submission:**

Nominations are due on or before **19 January 2024** and should be submitted electronically to: [tara.ryan@dal.ca](mailto:tara.ryan@dal.ca)

**Selection:**

Nominations will be reviewed and ranked by the Awards Committee.