

## ADMINISTRATIVE ASSISTANT AWARD

### DESCRIPTION

This award will be given annually to a DoM administrative assistant who has made a significant impact on the organization, seeks continuous improvement and demonstrates great potential to continue to excel and advance in their role.

### ELIGIBILITY

Department of Medicine administrative assistant with 1+ years of service. Award recipients cannot be re-nominated for three (3) years following their receipt of an award.

### CRITERIA

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

- The individual's performance has a positive impact, is admired and valued by others, and elicits consistent and favorable reactions from staff and patients.
- The individual's consistent performance and commitment significantly contributes to the effectiveness of the Department.
- Uses new and original methods to make contributions that are outstanding and/or of great distinction.
- Demonstrates teamwork and creates a harmonious environment that promotes mutual respect and collaboration.

Any faculty or staff is invited to submit a nomination.

Nomination packages must include the following:

- A nomination letter stating how the individual has met the above criteria.
- A second letter of support from one other faculty or staff member.

### SELECTION

The Awards Committee will determine the award recipient. The award will be presented at the Annual DoM Spring Party. The winner will receive a plaque. All nominations will be kept for two years if appropriate.

### DEADLINE

Nominations should be sent to (mail or email):  
DoM Education Office, Department of Medicine  
Room 479, Bethune Building, VG Site, QEII HSC  
[domeducation@nshealth.ca](mailto:domeducation@nshealth.ca)

All nominations must be received no later than 4:00 p.m. on **Monday, April 26, 2021.**

**Administrative Assistant Award – Past Recipient**  
2020 – Sandra Bellefontaine