



Forward Together

2020/2024

DoM EXCELLENCE IN ADMINISTRATION AWARD 2023

Description

In 2023, the DoM Excellence in Administration Award (up to five in a given year) was created to acknowledge and celebrate excellence in administration by recognizing individuals who have gone above and beyond to improve the workplace.

Awards for department administrative professionals started in 2020. From 2020 to 2022, three separate awards were given: DoM Administrative Assistant Award, DoM Program Administrator Award and DoM Team Lead Award. The DoM Excellence in Administration Award is an evolution of these three awards.

Eligibility


- All administrative professionals within the Department of Medicine divisions and the central office are eligible.
- Going forward, award recipients cannot be re-nominated for three (3) years.
- Any physician or administrative team member is invited to submit a nomination. Self nominations are not eligible.

Criteria

Nominees should demonstrate the following attributes:

1. Demonstrates outstanding organizational skills, consistently meeting deadlines and providing accurate and timely information to colleagues and clients.
2. Demonstrates effective problem-solving skills, often finding innovative solutions to complex challenges.
3. Demonstrates strong client service skills, providing courteous and professional service to both internal and external patients, clients, and colleagues.
4. Demonstrates a commitment to excellence and strives to exceed expectations.
5. Demonstrates a commitment to the department and organization's missions, working to ensure the department and organization's goals are achieved.

Past recipients listed below

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6. Demonstrates a commitment to professional development, staying up-to-date on industry trends and best practices.
 7. Demonstrates a willingness to go the extra mile, often volunteering for tasks or taking on additional responsibilities.
 8. Demonstrates a team-oriented approach, working collaboratively with colleagues to achieve results.
 9. Demonstrates a balanced approach to work, maintaining a healthy work-life balance and fostering a positive work environment.

Process

Nomination packages must include:

A letter of nomination, no longer than two pages, with details of the nominee's:

- **One nomination letter**
 - Detail why this individual is deserving of this recognition. Provide specific examples and dates to support the nomination (max 2 pages).
 - Include work-ethic and examples of achievements and/or innovation within their respective division or central office and/or how the nominee demonstrates some or all of the behaviours outlined in the award criteria.
 - Include the name and email address of a second supporting nominator (physician or administrative professional). The committee may reach out to the supporting nominator for further information, if required.

Please note that applications must be complete to be considered.

Selection

The Department of Medicine Awards & Recognition Committee will select up to five recipients annually. The award(s) will be presented at the annual awards event. Nominations will be kept for two years.

Deadline – May 1 annually

Email nomination package to the DoM Awards & Recognition Committee
c/o: anne.veinotte@nshealth.ca

DoM Excellence in Administration Award

Past recipients

2023	DoM Excellence in Administration Award	TBA
	DoM Excellence in Administration Award	TBA
	DoM Excellence in Administration Award	TBA
	DoM Excellence in Administration Award	TBA
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2022	DoM Administrative Assistant Award	Kucyk, Raelene
	DoM Program Administrator Award	Brushett, Susan
	DoM Team Lead Award	Ring, Laura
2021	DoM Administrative Assistant Award	Clarke, Jo-Ann
	DoM Program Administrator Award	Dunn, Sharon
	DoM Team Lead Award	Harnish-Mowery, Kelly
2020	DoM Administrative Assistant Award	Bellefontaine, Sandra
	DoM Program Administrator Award	Barkhouse, Katie
	DoM Program Administrator Award	Montreuil, Sophie
	DoM Team Lead Award	Blois, Heidi