

## PROGRAM ADMINISTRATOR AWARD

### DESCRIPTION

This award will be given annually to a DoM Program Administrator who has demonstrated a commitment to enhancing residency/fellowship education as evidenced by innovation and excellence in his/her program and beyond.

### ELIGIBILITY

Department of Medicine Program Administrator with 1+ years of service. Award recipients cannot be re-nominated for 3 years following their receipt of an award.

### CRITERIA

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

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

Any faculty, staff or resident is invited to submit a nomination.

Nomination packages must include the following:

- A nomination letter stating how the individual has met the above criteria and how he or she demonstrates outstanding support of Residency Education Administration.
- A letter of support from one other faculty or staff member.
- A letter of support from a resident(s) in the program.

### SELECTION

The Awards Committee will determine the award recipient. The award will be presented at the Annual Spring Party of the Department of Medicine. The winner will receive a plaque. All the other 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

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

### Program Administrator Award – Past Winners:

2020 – Katie Barkhouse (Co-recipient) and Sophie Montreuil (Co-recipient)