

THE DEPARTMENT OF PAEDIATRICS ADMINISTRATIVE EXCELLENCE AWARD

TERMS OF REFERENCE

SUMMARY

The **Administrative Excellence Award** recognizes an administrative staff member who consistently demonstrates exceptional performance, excellence, and dedication in their role. This award recognizes individuals with outstanding critical thinking, organizational, and communication skills - both written and verbal. The applicant exhibits strong abilities in managing deadlines, tasks, and workflows, always going above and beyond their responsibilities. Beyond these professional qualities, the award highlights those who show remarkable interpersonal skills, embody SickKids values, and fosters effective partnerships across the hospital and with external collaboration such as U of T and TASHN.

ELIGIBILITY AND NOMINATION PROCESS

Candidates are selected based on their accomplishments, not only in their day-to-day activities, but also based on their contribution to their division, the Department of Paediatrics, and/or hospital-wide and university (for example, development and implementation of best practices). We are looking for candidates who go beyond their job profile and exemplify SickKids and the University values.

- Submissions are reviewed by an awards committee, and successful recipients will receive an honorarium valued at \$1,000 CDN (less applicable taxes).
- All administrative staff within the Department of Paediatrics are welcome to apply.
- The award categories include:
 - **Administrative Coordinator**
 - **Program/Project Coordinator**

Announcements will be made at the Department of Paediatrics Annual Awards Day celebration as well as online (SickKids.ca, University of Toronto website)

NOMINATION GUIDELINES

All permanent administrative staff members of the Department of Paediatrics are eligible for nomination by all SickKids staff (e.g., fellow admin colleagues, allied health, trainees, and physicians).

Applications Requirements:

- Maximum of two support letters permitted.
- Nomination letters must be addressed to Chris Carew, Executive Director, Paediatric Operations.
- Applications that are incomplete will not be reviewed as part of the evaluation process.
- Describe how the applicant shows outstanding performance, excellence, and commitment as an administrative professional.
- Provide concrete examples of how the applicant represents SickKids values.
- Indicate how the applicant demonstrates a commitment to the SickKids mission.
- Explain how the applicant fosters effective partnerships within the hospital, acts as a strong team ambassador, and works collaboratively with internal and external partners.
- Include any other information you feel would assist the committee in assessing the applicant's unique contributions.
- For additional details, please contact: victoria.snell@sickkids.ca

EVALUATION

A minimum of six committee members will comprise a quorum. The selected nominee for each award is selected by a majority vote of the committee members in attendance at the meeting. The Committee Chair will cast the deciding vote only if required in the event of a tie. Consecutive winners are ineligible.

COMMITTEE

The Awards Committee includes the Department of Paediatrics, Executive Director of Paediatric Operations, Director of Finance, and Senior Business Operations Managers. The Director of Paediatric Operations serves as the chair.

The committee will meet twice yearly via videoconference or in person, usually in March to review the Terms of Reference, and applications reviewed in May. The Chair will determine if any additional meetings are required.