

## CONTINUING EDUCATION AWARD – LONG-TERM CONTRIBUTION

### TERMS OF REFERENCE AND CONDITIONS

#### SUMMARY

This award recognizes the long-term contribution to the Department of Paediatrics and/or the University of Toronto-sponsored Continuing Education. The criteria include course coordination, teaching excellence and other creative CE activities, and may include an administrative or research role in Continuing Education.

#### ELIGIBILITY AND NOMINATION PROCESS

One award is available annually. Potential areas for recognition of excellence in long-term contribution to Continuing Education in the Department of Paediatrics.

All faculty (affiliated with the University of Toronto Faculty of Medicine) need to have a minimum of 10 years of academic and/or clinical experience for consideration.

#### NOMINATION GUIDELINES

Nominations will be sought from the Department of Paediatrics and other allied Faculty and health care professionals. The nominator must provide a minimum 1-page description of why the person should be nominated. The nominator may provide documentation from others supporting the nomination.

The top three nominees will be informed and may be requested to assist the nominator in compiling the award dossier.

An individual who has been previously nominated, and has not won an award, remains eligible in a succeeding year. An individual will not normally be considered for an award if he/she/they has won an award in the previous three years.

#### AWARD CRITERIA

**LONG-TERM CONTRIBUTION** to the Department of Paediatrics and/or the University of Toronto-sponsored Continuing Education. The criteria include:

- Demonstrated impact of (formal or informal) leadership roles/positions
- Long-term contributions to CPD
- Demonstrated impact of innovation(s)

- Demonstrated sustained commitment to and excellence in education (which may include teaching, program coordination, administration, and/or scholarly activities in CPD)

## **EVALUATION AND RANKING CRITERIA**

Winners are decided by the Department of Paediatrics' Continuing Education Awards Subcommittee.

All nominations are reviewed by the Subcommittee and decisions made by consensus. The Committee makes recommendations to the Executive of the Department and, on acceptance, the Chair of the Department.

Candidates are ranked by scores calculated from the attached evaluation document.

- Demonstrated impact of (formal or informal) leadership roles/positions
- Long-term contributions to Continuing Professional Development
- Demonstrated impact of innovation(s)
- Demonstrated sustained commitment to, and excellence in education (which may include teaching, program coordination, administration, and/or scholarly activities in CPD)

## **COMMITTEE**

The Department of Paediatrics Continuing Education Awards Subcommittee consists of:

- Director of Continuing Education – Mark Feldman
- Administrative Lead – Vishan Shan
- Associate Chair of Education – Adelle Atkinson
- Twomembers of the Departmental Continuing Education Committee

## **DOCUMENTS**

Applications must consist of the following documents:

- Executive summary that addresses the award criteria, outlining the nominee's accomplishments, and the nominator's reasons for supporting the nomination
- A letter of nomination from a departmental chair, departmental CPD director, or designate (the executive summary can be embedded within this letter)
- Up-to-date CV highlighting CPD roles (Include: Grants, publications, invited lectureships,

mentorships, chairmanships, directorships etc.)

- An additional two letters of peer support (emails also accepted)

Details of relevant Department-sponsored activities or research should be listed. The information provided should reflect a commitment to excellence in Continuing Education sustained over at least five years.

Course programs, evaluation data, participants' comments, and peer support letters, if applicable, should be limited in each instance to five items.

Nomination letters should be addressed to: Dr. Mark Feldman, Director, Continuing Medical Education

Nominators or nominees wishing further details on the nomination process and relevant supporting documentation may contact the Departmental CE Office [vishan.shan@sickkids.ca](mailto:vishan.shan@sickkids.ca) or call 416- 813-8122