



2019-20 Program Administrative Assistant of the Year Award

Eligibility:

The following individuals are eligible for this award:

- A current program administrative assistant of a Saskatoon-based residency program accredited by the RCPSC; or a Regina-based RCPSC GFT program (Internal Medicine, Psychiatry, Obstetrics & Gynecology)
- A current program administrative assistant of a Family Medicine residency program (Saskatoon, Regina, Moose Jaw, Swift Current, North Battleford, Prince Albert or La Ronge sites)

Nominations:

- Nominations may be submitted by Program Directors, Site Directors, Residents, Department Heads, Division Heads, or Residency Program Committee members.
- Self-applications are ineligible.
- Individuals may be re-nominated in subsequent years; however, previous winners of the award will not be eligible to win again for a minimum of 10 years.

Submissions:

Nominations must be submitted by completing the official nomination form and must include:

- Nomination letter addressing each element of the criteria listed below.
- A second letter of support.
- Curriculum vitae of the nominee (maximum of 5 pages).

Nominations MUST be submitted as a single PDF with documents in the following order:

1. Nomination form
2. Nomination letter
3. Letter of support
4. Curriculum vitae

NOTE: Nominations exceeding the maximum number of 2 letters, or incomplete/improperly formatted submissions, will not be accepted.

Nominations must be submitted electronically as a single PDF file to Della Toews at della.toews@usask.ca.

Selection:

Applications for this award are adjudicated by an ad-hoc sub-committee of the PGME, College of Medicine, University of Saskatchewan.

Criteria:

- Demonstrated commitment to the successful delivery of residency education.
- Builds and sustains a positive working relationship with residents.
- Evidence of effective communication and collaboration with program staff, departmental staff, residents, other residency programs, the PGME office and other outside stakeholders.
- Demonstrated commitment to building knowledge and understanding of their program and residency training.

Award:

One award will be presented annually. Award winners will receive a certificate recognizing their contribution at a public event.

Closing date:

Nominations will be accepted until Friday, July 17, 2020. Late nominations will not be considered.



NOMINATION FORM
Program Administrative Assistant of the Year Award

Name of Nominee	
Department/Program	
Phone Number	
Email	

Name of Nominator	
Department/Program	
Phone Number	
Email	
Relationship to Nominee	
Please summarize in a letter your reasons for nomination specifically addressing each award criteria.	

Supporting Documentation

The following documents must be attached to the nomination form:

- Letter from nominator
- One additional letter of support
- Nominee’s CV (maximum of 5 pages)

Deadline

The deadline for nominations is Friday, July 17, 2020. Late nominations will not be considered.

Nominations MUST be submitted as a single PDF with documents in the following order:

1. Nomination form
2. Nomination letter
3. Letter of support
4. Curriculum vitae (maximum of 5 pages)

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