



2023-24 Program Administrator of the Year Award

Award

- One award will be presented annually.

Eligibility

The following individuals are eligible for this award:

- A current program administrator of a Saskatoon-based residency program accredited by the RCPSC; or a Regina-based RCPSC GFT program.
- A current program administrator of a Family Medicine residency program.
- Nominees must have worked as a program administrator in a University of Saskatchewan residency program for a minimum of two years to be eligible for nomination.

Selection Criteria

All supporting documents must address the following selection criteria. Incomplete/improperly formatted submissions will not be accepted.

- 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.

Nomination Process

Each year the Postgraduate Medical Education Office issues a call for nominations. Nominations may be submitted by Program Directors, Site Directors, Residents, Department Heads, Division Heads, or Residency Program Committee members. Self-nominations are ineligible.

Individuals may be re-nominated in subsequent years; however, previous winners of the award will not be eligible for re-nomination for a minimum of 10 years.

Nominations are currently being accepted for the 2023-24 Program Administrator of the Year Award. The deadline for nominations is Friday, May 31, 2024.

Selection Process

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



2023-24 NOMINATION FORM
Program Administrator 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 the selection criteria.	

Supporting Documentation

The following documents must be attached to the nomination form. Each letter must address the selection criteria (refer to Selection Criteria section on previous page for complete information).

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

Nomination Process & Deadline

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)

NOTE: Nominations exceeding the maximum number of two 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.

The deadline for nominations is Friday, May 31, 2024. Late nominations will not be considered.