



## 2020-21 Program Administrative Assistant of the Year Award

### Award

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

### 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, Pediatrics, 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)
- Nominees must have worked as a program administrative assistant 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 2020-21 Program Administrative Assistant of the Year Award. The deadline for nominations is June 14, 2021.**

### Selection Process

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



**NOMINATION FORM**  
**2020-21 Program Administrative Assistant of the Year Award**

<b>Name of Nominee</b>	
<b>Department/Program</b>	
<b>Phone Number</b>	
<b>Email</b>	

<b>Name of Nominator</b>	
<b>Department/Program</b>	
<b>Phone Number</b>	
<b>Email</b>	
<b>Relationship to Nominee</b>	
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 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](mailto:della.toews@usask.ca).

**The deadline for nominations is Monday, June 14, 2021.** Late nominations will not be considered.