



Manual: Board of Directors

Number:

Section: Foster Relationships

Effective Date: 01 NOV 2007

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Revision Date: 12 DEC 2025

Purpose

The Board of Directors' Award of Excellence Program is designed to:

- Provide the Board with an opportunity to recognize and honour the outstanding performance and achievements of peer-nominated staff and credentialed staff within our organization.
- To promote, reward and recognize employee achievements that especially demonstrate the values of Muskoka Algonquin Healthcare.
- To recognize and publicize the achievements of employees among the communities that we serve.

Scope

The policy pertains to all staff and credentialed staff at Muskoka Algonquin Healthcare (MAHC).

Criteria and Procedure:

1. The Board Award of Excellence is a nomination-based award that is issued annually. Up to 8 awards may be issued annually for the following categories:
 - 3 Staff Excellence Awards
 - 1 Credentialed Staff Clinical Excellence Award
 - 1 Staff Leadership Award
 - 1 Credentialed Staff Leadership Award
 - 1 Extraordinary Caring Team Award
 - 1 Collaborative Team Award
2. Eligibility:
 - (a) Employees may be full-time, part-time, temporary or casual;
 - (b) Employees of any Hospital contracted services are also eligible;
 - (c) Credentialed staff are eligible for nomination
3. Ineligible:
 - (a) Members of the Senior Leadership Team as defined as "Designated Executives" in the MAHC Executive Compensation Framework.
4. Nominations will be accepted beginning in January through to on or around March 1st each year. Nominations must be received by the designated day and time.

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5. Any member of the staff, Board, or credentialed staff of MAHC may nominate other eligible members for an Award of Excellence. A nominee may receive several nominations by different eligible members
6. All nominations must be completed in full and submitted by the nominator.
7. All nominations will be submitted in confidence to the Executive Assistant of the President/CEO and Board Liaison, who will in turn submit to the Senior Leadership Team, as well as the Resources & Audit Committee.
8. Senior Leadership Team will assume the responsibility of recommending award winners to the Resources & Audit Committee, based on the information received in the nomination and their validation of the submitted information. Final decisions on award recipients will rest with the Board of Directors.
9. Award Criteria: criteria:
 - a) The **individual awards** (Staff Excellence and Credentialed Staff Excellence) will be given out based upon nominations that identify how the nominee has demonstrated significant achievement(s) within our Strategic Themes and/or who embody the Values of the organization. Significant achievements can include, but are not limited to:
 - i. Patient care or safety;
 - ii. Management of people, financial resources or material resources;
 - iii. Major project or special assignment work.
 - b) The **Staff Leadership Award** and **Credentialed Staff Leadership Award** will be given out to individuals who foster trust, respect, and optimism while showing dedication and a “can-do” attitude that drives organizational success.
 - c) The **Extraordinary Caring Team Award** will be given out to a team that exemplifies outstanding, integrated care and demonstrates collective action that leads to meaningful patient outcomes or satisfaction.
 - d) The **Collaborative Team Award** will be given out to a team that demonstrates unified interdepartmental collaboration who introduce innovative solutions that improve care delivery.
10. All nominations will be acknowledged to the nominators as they are received.
11. Following the nomination deadline, all nominees will receive a letter of congratulations from the President and CEO, advising them they will be entered into the selection process.

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12. All nominees will be acknowledged prior to the winners being selected at MAHC, as well as posted on the Intranet site.

13. Award Ceremony:

- (a) The award(s) will be presented at a Board Award of Excellence awards ceremony hosted by the Board of Directors. Invitations will be extended to attend the Board Award of Excellence awards ceremony to award recipients, nominees, and their families. All Managers, Directors, and Senior Leadership members will attend the ceremony. All staff members and credentialed staff will be invited to attend.
- (b) The Board Award of Excellence award(s) will be presented by the Chair of the Board of Directors and the Chair of the Resources and Audit Committee to award recipients.

14. Acknowledgement and Recognition:

- (a) All nominees will be acknowledged at the award ceremony and be presented with:
 - i. A “Board Award of Excellence Nominee” pin.
 - ii. A copy of the nomination form with the comments from the nominators.
- (b) Individual award winners will receive a specially inscribed accolade crystal award.
- (c) Team award winners will receive a specially inscribed plaque for the applicable department and individuals within the Team will receive certificate.
- (d) A photograph of all the winners will be taken and submitted to the local media for publication, as well as within the MAHC Matters newsletter and on the intranet.
- (e) The Manager will ensure there is an additional recognition ceremony in the primary work site for the award winner and nominees.

Nomination Packages:

Nomination packages are composed of:

- i) Description of the purpose of Award of Excellence program
- ii) Description of the nomination process
- iii) The nomination form, which contains the criteria for nomination with the opportunity to describe how the nominee meets our values and at least one of the criteria.
- iv) Selection will be based solely on the information presented on the nomination form.

Notes

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Nominees *need not meet all of the criteria*, but nominators are encouraged to cite all that apply to the candidate.

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