

## POLICY

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### **Title: SHCHC Excellence in Health Promotion Award**

#### **Purpose:**

The SHCHC annual Excellence in Health Promotion Award was established in 2007 to allow the SHCHC Board of Directors to recognize individuals, businesses and organizations working to improve the health of our community. This document states the Sandy Hill Community Health Centre (SHCHC) policy and procedures for administering the annual SHCHC Excellence in Health Promotion Award.

#### **Policy Statement:**

The SHCHC Excellence in Health Promotion Award recognizes individuals, businesses and organizations in SHCHC's catchment area for outstanding achievements in the improvement of community health through activities such as health education, policy initiatives or increased public awareness around health issues. The individuals, businesses or organisations:

- seek to strengthen people's health knowledge and the skills required to prevent ill health, or enhance and protect healthy behaviour;
- create and sustain environments that support positive health outcomes;
- advocate for improved health outcomes to gain political commitment, policy support, social acceptance or systems support for a particular health goal or program through activities such as lobbying, social marketing, and community organizing; and
- have a current or potential positive impact on SHCHC strategic priorities

There shall be one SHCHC Excellence in Health Promotion Award given annually. The award recipient will be announced and recognized at the SHCHC Annual General Meeting. The Excellence in Health Promotion Award will consist of a plaque commemorating the achievement. SHCHC will promote nominations for this award as part of its community engagement strategy.

#### **Authority:**

The Board of Directors has the sole authority to approve the SHCHC Excellence in Health Promotion Award. Funding for the SHCHC Excellence in Health Promotion Award will be allocated from the Corporate Services discretionary budget.

The External Issues Committee will screen all applications for eligibility criteria and create a ranked list of the top three applications based on the evaluation criteria.

## **Procedures:**

### Nominations:

Nominations will be accepted year round, however, a concerted campaign will be launched at the beginning of February of each year. The deadline for nominations will be April 30 (i.e. approximately 90 days from the nomination date). Forms will be posted on the SHCHC website. To support promotion of the award, forms for nominations may also be disseminated at community engagement events and through local media.

Attachment 1, "Nomination for SHCHC Annual Excellence in Health Promotion Award - Cover Sheet and Rationale must be completed for each nominee. A narrative justification highlighting the work done (no more than one page) must be included with the nomination form. It should include the status of the work, i.e. if completed or in process. Specific examples of actions related to the award criteria outlined below must be included.

Attachment 2, "SHCHC Conflict of Interest Declaration" must be included with every application.

Completed nominations can be submitted online on the SHCHC internet web page, faxed, mailed or hand delivered to be considered by the selection committee. The Executive Assistant is available to applicants who require assistance.

Self nomination is allowed but must be supported by another person named within the cover sheet and narrative justification. SHCHC staff or Board of Directors member may nominate an individual, business or organization.

### Award Limits:

An individual, business or organization may be nominated repeatedly for receipt of an award. However, award recipients may not be considered if nominated again.

### Eligibility and Evaluation Criteria:

The following award criteria shall be used to evaluate each nominated individual, business or organization:

- to be eligible:
  - the nominee must work or reside within the SHCHC catchment area, and businesses or organizations must operate in our area (mandatory) and
  - the nominee, business or organization must not have any conflicts of interest, which cannot be mitigated.
- the External Issues Committee will evaluate the nominations based on the following (see Appendix A for Scoring Worksheet):
  - relevance;
  - leadership / excellence; and
  - impact.

Nominees who conducted the stated health promotion activities in the context of paid employment are eligible, but would be expected to exceed normal expectations for their paid work.

### Nominee Evaluation and Approval:

Using the Screening and Review Process (Appendix 1), the External Issues Committee will develop a list of recommended candidates, and provide the list of recommended candidates to the SHCHC Board of Directors for final approval.

Documentation:

A copy of Excellence in Health Promotion Award Nomination Form will be placed in an AGM Community Award's Folder located in Executive Services. The nomination form and supporting documentation will be placed within the AGM Community Award file.

**Related Policies and/or Legislation:**

Conflict of Interest Policy  
Confidentiality Policy

## **APPENDIX 1**

### **Excellence in Health Promotion Award Screening and Review Process:**

1. External Issues Committee will review the eligibility of all nominations received and remove from consideration nominations in which:
  - a) the nominee does not meet the publically posted eligibility criteria, or
  - b) the nominee has a conflict of interest, which cannot be mitigated.
2. All External Issues Committee members review the nominations and complete a ranking list incorporating the objectives and evaluation criteria for the award to arrive at an initial individual score for each.
3. The External Issues Committee Chair assigns each nomination to a member to prepare a verbal summary to be given at the award selection meeting. Members may decide to talk to the nominator in the course of preparing the summary.
4. An award selection meeting (or teleconference) is held, at which each nomination is reviewed in following manner:
  - a) the designated committee member summarizes the nomination and their initial individual scoring of that nomination;
  - b) each remaining committee member comments and indicates their initial individual scores for the nomination;
  - c) the Chair opens a group discussion to arrive at an overall ranking of applications based on scores;
  - d) external Issues will recommend the top 3 ranked nominations with the highest scores to the Board for decision.

## Review Scoring Worksheet: SHCHC Excellence in Health Promotion Award

**Relevance**

How relevant are the nominee's HP activities to the SHCHC mission and current strategic priorities

Not relevant	Minimally relevant	Moderately relevant	Highly relevant	Extremely relevant
1	2	3	4	5

**Leadership/excellence**

To what extent has the nominee demonstrated leadership in one or more of the following:

No leadership	Minimal leadership	Some leadership	Significant leadership	Outstanding leadership
1	2	3	4	5

1. Strengthening people's health knowledge and the skills required to prevent ill health, and to enhance and protect healthy behaviour;
2. Creating and sustaining environments that are supportive of health;
3. Advocating for health to gain political commitment, policy support, social acceptance or system support for a particular health goal or program.

**Impact**

What is the past or potential future impact of the nominee's activities on determinants of health (e.g., individual knowledge and skills, healthy environments, or health policy) that are relevant to the community served by SHCHC?

No impact	Low impact	Some impact	Significant impact	High/strong impact
1	2	3	4	5

**Total Score**

	Item	Weight		
Relevance score:	_____	X 30 =	_____	
Leadership score	_____	X 30 =	_____	
Impact score	_____	X 40 =	_____	
<b>Total score:</b>			_____	

**Comments**