

Application Package — Speech-Language & Audiology Canada Awards Program 2018

Award: Communication Health Assistant Award of Excellence

Deadline: October 31, 2017

Objective: To recognize an SAC communication health assistant associate who has demonstrated excellence in their field. Considerations include distinction in assisting speech-language pathologists and/or audiologists with implementation of treatment plans, materials etc., demonstration of outstanding team participation and excellence in the provision of patient/client care.

Nomination Tips:

1. Plan Ahead

Start preparing your nomination well before the deadline – the more time you leave yourself, the better! Review this package carefully before beginning so you know what you need. Take care in preparing your nomination and be sure to follow all instructions.

2. Work With Your Nominee

Ask for information that you can include in your nomination package. This can include newspaper articles, published works, research, projects or photographs. Also ask your nominee for his/her résumé or CV for additional information that could be used in the nomination. If you're worried about gathering all the information on your own, make it a team effort! Get help from colleagues, clients, parents, supervisors or others.

3. Be Detailed

Judges can only score your nomination based on the information you provide in the package; so, you must assume they know nothing about the nominee. Avoid general, unsupported statements – provide specific, concrete examples to support your points. Scores are based on the criteria in the "Support for Nomination" section; so, use them as a guide in preparing your answers. Be sure to answer all questions completely and accurately and check your application for grammatical, spelling and typographical errors.

4. Submit on Time

You can send in your nomination package by email, regular mail or fax by October 31, 2017. Before submitting your nomination, make sure that all important information (including your supporting documentation) is included within your submission.

5. Persevere

If your nomination is not successful this year, apply again! You can ask the Awards and Recognition Committee for comments and feedback from your evaluation so you know what to improve on before you re-submit. You can also request that your nomination package be returned if you need the information to re-apply.

Eligibility Criteria for This Award:

To be eligible for this award, nominees:

- Must be an SAC communication health assistant associate

Please contact emily@sac-oac.ca if you have questions about your nomination. SAC will confirm receipt of all nominations, so please follow-up if you do not receive confirmation.

Please note: all completed nomination forms and accompanying material become property of Speech-Language and Audiology Canada.

Nominee Information:

Name: SAC number:

Organization/Institution:

Home Address:

Telephone: Fax: Email:

All applications must be submitted typed.

S-LPs or audiologists may nominate communication health assistants who are under their supervision. Communication health assistant peers may also nominate for this award provided their nomination is supported by the supervising S-LP or audiologist. Nominators do not have to be SAC members or associates. As per privacy legislation and policy, nominator(s) must ensure the nominee has been informed of and agrees to this nomination.

Nominator:

Name:

Organization:

Address:

Telephone: Fax: Email:

Signature:

This nomination must also be accompanied by the following:

- A letter of support from the nominating S-LP or audiology supervisor OR
- If peer nominated, a letter of support from the supervising S-LP or audiologist
- ONE** other piece of supporting documentation, (e.g., certificate of achievement, newsletter article etc.), no longer than one page, which clearly highlights or demonstrates the nominee’s achievements. More than one document will not be considered. Your supporting document should supplement the information contained in the letter of support, not serve as a substitute.
- CV of the SAC communication health assistant being nominated

Please ensure that **ALL** required documentation and supporting materials are included with this submission.

Support for Nomination

Please write a letter of support of **2,000 words or fewer** to explain why this nominee is deserving of this award. Be sure to answer each of the following questions in your letter (nominations will be evaluated on each of these questions):

- How does the nominee demonstrate excellence in supporting S-LPs and/or audiologists overall (e.g. with implementation of treatment plans, materials, preparing for sessions)? (5 points)
- How does the nominee exhibit outstanding team participation in the workplace? (5 points)
- How does the nominee go above and beyond the basic requirements of his/her job to provide superior support to S-LPs and/or audiologists? (5 points)
- How does the nominee go above and beyond the basic requirements of his/her job to provide superior care to patients/clients? (5 points)
- How has the nominee shown passion for the professions of speech-language pathology and/or audiology and an interest in expanding his/her own experience, education and skills? (5 points)
- Is there any additional information you feel may be relevant to your nomination?

Please provide a word count with your letter of support.

Please ensure you have carefully reviewed the awards brochure and are aware of all requirements, conditions and limitations for application. Please take time and care in preparing your nomination. Candidates are comparatively judged based on the strength, quality and comprehensiveness of your submission. A good candidate with a sub-par nomination package may go unrecognized. Current SAC staff and current members of the Board of Directors are not eligible for awards.

Completed application forms must be RECEIVED by email emily@sac-oac.ca, by mail to 1 Nicholas St., Suite 1000, Ottawa, ON, K1N 7B7, or fax to 613-567-2859 by the deadline.