

CANADIAN ASSOCIATION OF OCCUPATIONAL THERAPISTS

AWARD FOR LEADERSHIP IN OCCUPATIONAL THERAPY NOMINATION PACKAGE

DEFINITIONS

For the purpose of the awards program, the following definitions apply:

- Significant = noteworthy or important
- Exceptional = reflecting a high degree of ability or skill
- Outstanding = superior, pre-eminent or exemplary

PURPOSE OF THE AWARD

This award has been established to recognize and honour the exceptional contributions of an individual occupational therapist who has been in the forefront of activities which provide strategic leadership and direction for developing the profession. Only one (1) award will be granted each year. Nominations for this Award will be considered annually but the Award will be made only when recognition is merited in accordance with stated criteria. Nominators whose nomination is unsuccessful in a particular year may allow the nomination to stand for a maximum of three successive years.

CRITERIA FOR SELECTION

Nominations must meet the following criteria:

- a. Nominees shall be individual or life members of the Canadian Association of Occupational Therapists.
- b. Nominees shall be providing, or have provided, exceptional contributions with national implications to leadership of the profession of occupational therapy in one or more of the following areas:
 - clinical activities
 - education
 - administration
 - legal and ethical practice
 - government policy
 - health and wellness
 - community development
 - prevention
 - delivery of health and social services
 - research which advances occupational therapy by affecting policy, education, clinical practice, etc.
- c. Nominees must not be a current Board member or employee of the Canadian

Association of Occupational Therapists.

- d. Nominees need not be a resident in Canada if the achievements for which they are nominated have relevance to Canadian occupational therapy and they meet the other criteria for the award.

NOMINATION PROCEDURES

1. Individual Canadian Association of Occupational Therapists members or a group of members are eligible to submit nominations.
2. Nomination forms may be obtained from the Canadian Association of Occupational Therapists National Office.
3. An electronic version of the signed copy of the nomination form, narrative form and narrative must be submitted to the Chair, Awards Committee.
4. The narrative must include explicit examples of the nominee's activities which have provided strategic leadership and direction for developing the profession, as contributing evidence of, and reasons for, the nomination of the candidate.
5. The narrative is not to exceed three (3) typewritten pages, single spaced, one inch margins, 12 point, Arial font.
6. Nominators whose nomination is unsuccessful in a particular year may allow the nomination to stand for a maximum of three successive years.
7. **Nominations are to be received electronically by December 1st:**

Chair, Awards Committee
Canadian Association of Occupational Therapists
nominations@caot.ca

SELECTION OF CANDIDATE

Selection shall be made by the Board of Directors of the Canadian Association of Occupational Therapists upon recommendation by the Awards Committee.

PROCEDURE

The President of the Canadian Association of Occupational Therapists will notify the recipient prior to public announcement. The name of the recipient will be announced at the Awards Ceremony, be published in *Occupational Therapy Now* and posted on the Canadian Association of Occupational Therapists' web site.

FORM OF THE AWARD

The recipient of the Canadian Association of Occupational Therapists Award for Leadership in Occupational Therapy receives the following:

1. An invitation to the Canadian Association of Occupational Therapists Awards Ceremony (complimentary)
2. Announced at the Awards Ceremony;
3. A certificate of recognition;
4. Name and/or profile published in *Occupational Therapy Now* and posted on the Canadian Association of Occupational Therapists' web site.

**AWARD FOR LEADERSHIP IN OCCUPATIONAL THERAPY
NOMINATION FORM**

To be completed by the Nominator:

I nominate _____ for the CAOT Award for Leadership in Occupational Therapy.

Name of Nominator: _____

Address: _____

City: _____ Prov: _____ Code: _____

Phone: _____ Fax: _____ E-mail: _____

CAOT Membership Number: _____ Signature: _____

Nominee's Information:

Name of Nominee: _____

Address: _____

City: _____ Prov: _____ Code: _____

Phone: _____ Fax: _____ E-mail: _____

CAOT Membership Number: _____ Date submitted: _____

Please answer the following questions concerning the nominee:

- a) Number of years of sustained activity in occupational therapy _____
- b) Highest educational level attained _____
- c) Please provide a detailed list of relevant information regarding the nominee's contributions toward the award criteria in the narrative.

Please submit an electronic version of the signed copy of this form, the narrative form and the narrative to the Chair of the Awards Committee no later than December 1st:

Chair, Awards Committee
Canadian Association of Occupational Therapists
nominations@caot.ca

**AWARD FOR LEADERSHIP IN OCCUPATIONAL THERAPY
NARRATIVE FORM**

Name of Nominee: _____

Name(s) of Person(s) Writing the Narrative: _____

The purpose of the narrative is to describe **why the candidate was nominated for this award and to highlight the exceptional contributions of this occupational therapist who has been in the forefront of activities which provide strategic leadership and direction for developing the profession.**

The narrative should not exceed three (3) typewritten pages, single-spaced, one inch margins, 12 point, Arial font and should include:

1. Educational background
2. Summarized work experience
3. An outline of the exceptional contributions with national implications to leadership of the profession of occupational therapy in one or more of the following areas:
 - clinical activities
 - education
 - administration
 - legal and ethical practice
 - government policy
 - health and wellness
 - community development
 - prevention
 - delivery of health and social services
 - research which advances occupational therapy by affecting policy, education, clinical practice, etc.