

*COHNA-ACIIST Award of Excellence FOR
CANADIAN OCCUPATIONAL HEALTH
NURSES*

2016

Committee Members

COHNA-ACIIST gratefully acknowledges the Alberta Occupational Health Nurses Association (AOHNA) for allowing COHNA-ACIIST to use their guidelines as a basis for our awards.

In May 2008 COHNA Recognition Awards were updated by COHNA Board of Directors and were revised again in July 2012.

Published by the Canadian Occupational Health Nurses Association/Association Canadienne des Infirmieres et Infirmiers en Sante du Travail (COHNA/ACIIST)

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COHNA/ACIIST Award of Excellence GUIDELINE

PURPOSE

To encourage all Canadian Occupational Health Nurses to work toward continued professionalism and excellence in occupational health nursing and active participation in their provincial associations and COHNA/ACIIST.

OBJECTIVES

To recognize members who demonstrate extraordinary involvement and achievement in occupational health nursing at the provincial, national and international level.

To recognize members who make outstanding contributions to occupational health nursing practice, education and research.

To recognize occupational health nurses who have made significant contributions during their occupational health nursing careers

COHNA/ACIIST Award of Excellence

This award is designed to honour and recognize active COHNA/ACIIST members who demonstrate extraordinary involvement and achievement in occupational health nursing at a local, provincial/territorial and/or national level. The award recognizes a combination of:

- outstanding occupational health nursing endeavours in areas of practice, education, research and/or leadership in mentoring others.
- outstanding volunteer endeavours which reflect commitment and leadership within the occupational health community.

Eligibility Criteria

Each nominee must:

- Be actively engaged in occupational health nursing practice, education or research.
- Be an active member of their provincial association and COHNA/ACIIST.
- Consent in writing to have his/her name stand.

Selection Criteria

- The nominee, during her/his career, has exhibited a high degree of professional ability in the area of occupational health nursing without excluding such other areas that recognize the importance of practice, education and/or research. OR
- The nominee has demonstrated leadership and/or made a significant volunteer contribution to COHNA/ACIIST. OR
- The nominee has, through participation, leadership and/or innovative achievement, made an outstanding individual contribution to the profession that has resulted in improvement of the quality of practice and/or furthered the profession of occupational health nursing at the local, provincial, national and/or international level.

Nomination Process

- The COHNA/ACIIST Board invites members to apply for the Award of Excellence by September 30 of each year.
- At least two COHNA/ACIIST members must sign each nomination.
 - Nominations must be submitted to the COHNA/ACIIST Office using the form provided, and must include a copy of the provincial association membership card by 30 September COHNA/ACIIST president will confirm receipt of nomination to nominator.

Selection of Award Recipient

- All nominations will be made available in confidence and reviewed by the COHNA/ACIIST Board.
- Names of nominees will not be disclosed.
- The COHNA/ACIIST Board will act as the selection committee. **There will be only one recipient of this award per year.** No award may be given if nominees do not meet the criteria.
- The selection of the award recipient will be made at least two weeks prior to the annual meeting to allow sufficient time for engraving the plaque/award.
- All documentation will be filed electronically with the COHNA/ACIIST Office
- The COHNA/ACIIST President will notify the award winner in sufficient time for the recipient to arrange to attend the COHNA/ACIIST Annual Conference/meeting, at his or her own expense.
- The COHNA/ACIIST President will notify the employer of the award winner in writing.

Presentation of the Award

- The presentation of the award will be made at the COHNA/ACIIST Annual Conference whenever possible.
- If this is not possible, the award should be given to the provincial representative on the Board of Directors for presentation to the recipient at a provincial function if possible.
- Following the presentation, the COHNA/ACIIST President will ensure that the award recipient receives recognition on the COHNA/ACIIST website and notify CNA.

Nomination Information for:

COHNA/ACIIST Award of Excellence

Nominee Name: _____

Nominee's Address: _____

Nominee's Telephone Number: (H) _____ Fax: _____

(W) _____ Email: _____

Registering Province: _____

Active COHNA/ACIIST Membership (Province): _____

Years as OHN: _____ **Years as COHNA/ACIIST member:** _____

Place of Employment: _____

Position: _____

Address: _____

Employment Years of Service: _____

Person reports to in organization: _____

Title: _____

Address: _____

Nominee's Consent: Signature: _____

Date: _____

Nominator's Signature: _____ Date: _____

Second Nominator's Signature: _____ Date: _____

Documentation of the qualifications and contributions of the Nominee based on selection criteria, including demonstration of active involvement at a provincial or national level of the OHN Association.

NB: Attach a copy of provincial/COHNA-ACIIST Membership

Please attach any supporting documentation based on selection criteria