



College of Alberta
Dental Assistants

Awards Policies

February 2015

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Awards Awards Program

Policy Type: Awards	Policy Number:
Approval Date: February 7, 2015	Scheduled Review: October Annually
Last Reviewed:	Revised Date(s):

Policy Statement

The Awards Program offered by the College will support the College's regulatory role and the Mission, Vision and Values.

Awards Offered

1. Honorary Membership (Honorary Membership policy is included in the Registration Policies as it is a membership category)
2. Award of Excellence
3. Horizon Award
4. President's Commendation

Management of the Awards Program

College administration will manage the awards program.

Submission

Nominations are submitted to administration.

Deadline

Fully completed nominations, including all required letters of support, must be received on or before May 1 to be considered for presentation later the same calendar year. If a nomination is received after May 1 the nominator will be contacted to determine if s/he wants the nomination to stand for the following year.

Adjudication

Recipients must clearly meet or exceed eligibility requirements.

Unless otherwise stated, award nominations will be judged and recipients determined by a selection panel. A single panel may adjudicate all applicable awards in a given year. As required, administration will strike a panel comprised of the following:

- a regulated member in good standing
- a professional (may be a regulated member in good standing)
- a layperson

The regulated member in good standing will act as chairperson for the panel. After reviewing the nominations the panel members will provide their selections to the chairperson. The chairperson will compile the selections and provide the results to administration.

Presentation

Awards will be presented at the Annual General Meeting or other function of the College.

Unless otherwise stated, recipients will be presented with a plaque.

Awards Award of Excellence

Policy Type: Awards	Policy Number:
Approval Date: February 7, 2015	Scheduled Review: October Annually
Last Reviewed:	Revised Date(s):

Policy Statement

The purpose of the Award of Excellence is to promote excellence in dental assisting by identifying, communicating and celebrating examples of individuals who demonstrate excellence through an outstanding contribution or service in any or all of the following:

- excellence in delivery of care
- leader/mentor/preceptor within the profession
- advancement of the profession
- community involvement that has a positive impact on the oral health of Albertans

Indicators:

1. Regulated members in good standing are eligible for nomination.
2. Past recipients are eligible for subsequent presentation provided that the contribution or service recognized in subsequent presentation(s) is significantly different from earlier presentation(s).
3. The nomination must be made by a regulated member.
4. Nominations must be supported by at least 3 other individuals, 1 of whom must also be a regulated member.
5. An Award of Excellence nomination must include:
 - a. nominee name and registration number;
 - b. nominator name and registration number;
 - c. supporters' name, registration number (if applicable) and contact information if not a current College member;
 - d. description of how the nominee demonstrated excellence through an outstanding contribution or service including how it impacted the College/profession;
 - e. nominee professional information (education, employment history, some personal information to assist with award presentation); and
 - f. supporters' letters of support.
 - g. additional letters of support and/or comments/information are encouraged
6. There may be up to 3 recipients annually.

Awards Horizon Award

Policy Type: Awards	Policy Number:
Approval Date: February 7, 2015	Scheduled Review: October Annually
Last Reviewed:	Revised Date(s):

Policy Statement

The purpose of the Horizon Award is to encourage excellence in dental assisting among new practitioners by identifying, communicating and celebrating examples of individuals who are recent graduates and offer promise to the future of the profession by demonstrating either or both of the following:

- excellence in delivery of care
- community involvement that has a positive impact on the oral health of Albertans

Indicators:

1. Regulated members in good standing who graduated within 3 years preceding the nomination deadline are eligible for nomination.
2. The nomination must be made by a regulated member.
3. Nominations must be supported by at least 3 other individuals, 1 of whom must also be a regulated member.
4. A Horizon Award nomination must include:
 - a) nominee name and registration number;
 - b) nominator name and registration number;
 - c) supporters' name, registration number (if applicable) and contact information if not a current College member;
 - d) description of how the nominee demonstrated excellence in delivery of care and/or community involvement that has a positive impact on the oral health of Albertans including how it impacted the College/profession;
 - e) nominee professional information (education, employment history, some personal information to assist with award presentation); and
 - f) supporters' letters of support.
 - g) additional letters of support and/or comments/information are encouraged
5. There may be up to 3 recipients annually.

Awards President's Commendation

Policy Type: Awards	Policy Number:
Approval Date: February 7, 2015	Scheduled Review: October Annually
Last Reviewed:	Revised Date(s):

Policy Statement

The purpose of the President's Commendation is to recognize contributions to or support of the College and/or the profession of dental assisting that contribute to the work of the College and/or advancement of the profession. While presentation to members is allowed, this commendation provides an avenue to recognize non-members, businesses and organizations that support projects and activities of the College and/or the profession.

Indicators:

1. Members in good standing, non-members, businesses and organizations are eligible for nomination.
2. Recommendations are solicited from council members and staff.
3. The President may also identify potential recipients.
4. Recommendations are submitted to the President and College administration.
5. A President's Commendation recommendation must include:
 - a. nominee name and contact information;
 - b. nominator name and contact information;
 - c. description of the nominee's contribution or support including how it impacted the College/profession; and
 - d. nominee professional information (education, employment history, some personal information to assist with award presentation).
 - e. letters of support and/or additional comments/information are encouraged
6. Recommendations will be reviewed by the President. The President will determine recipient(s) in consultation with College administration.