

CANADIAN ASSOCIATION OF OCCUPATIONAL THERAPISTS

AWARD OF MERIT 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

The Canadian Association of Occupational Therapists acknowledges significant contributions to the profession by occupational therapists and non-occupational therapists through its prestigious service award called the Award of Merit.

CRITERIA FOR SELECTION

Nominations must meet the following criteria:

Nominees' achievements shall be in one or more of the following:

- a. Significant accomplishment or contribution to occupational therapy in one or more of the following areas:
 - clinical activities
 - education
 - publications
 - research
 - administration
- b. Significant accomplishment or contribution in:
 - promotion/representation of occupational therapy
 - service to international/national/provincial occupational therapy organizations
- c. Significant accomplishment or contribution to the development of the profession of occupational therapy within areas such as:
 - post secondary education
 - government policy
 - health promotion
 - community service
 - prevention
 - delivery of health and social services

- d. Nominees must not be a current Board member or employee of the Canadian Association of Occupational Therapists
- e. 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 innovative contribution to the profession of occupational therapy, 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. 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(s) prior to public announcement. The name(s) of the recipient(s) will be announced at the Awards Ceremony, published in *Occupational Therapy Now* and posted on the Canadian Association of Occupational Therapists' website.

FORM OF THE AWARD

The recipient of the Canadian Association of Occupational Therapists Award of Merit receives the following:

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

**AWARD OF MERIT
NOMINATION FORM**

To be completed by the Nominator:

I nominate _____ for the CAOT Award of Merit.

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 OF MERIT
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 significant contributions to the profession by this candidate.**

The narrative must include explicit examples of the nominee's innovative contribution to the profession of occupational therapy, as contributing evidence of, and reasons for, the nomination of the candidate.

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. Outline of the significant accomplishment or contribution made by the candidate in one or more of the following areas:
 - a. Significant accomplishment or contribution to occupational therapy in one or more of the following areas:
 - clinical activities
 - education
 - publications
 - research
 - administration
 - b. Significant accomplishment or contribution in:
 - promotion/representation of occupational therapy
 - service to international/national/provincial occupational therapy organizations
 - c. Significant accomplishment or contribution to the development of the profession of occupational therapy within areas such as:
 - post secondary education
 - government policy
 - health promotion
 - community service
 - prevention
 - delivery of health and social services