



TITLE:	Recognition for Exemplary Service		
Manual/Policy#:	Board of Directors #II-11	Division	CPDMH
Original Issue:	May 2019	Issued by:	Board of Directors
Previous Date Reviewed:		Approved by:	Board of Directors
Last Date Reviewed:	May 2019	Cross Reference(s):	IV-A-29 Naming of Carleton Place & District Memorial Hospital Corporation Assets

1. POLICY STATEMENT

From time to time, the Board of Directors (“the Board”) of Carleton Place & District Memorial Hospital (“CPDMH”) may wish to recognize exemplary service to CPDMH. Such recognition may take the form of a naming opportunity or other such method as the Board deems appropriate under the circumstances.

The Board may delegate authority to approve recognition for exemplary service by a staff member to the President & CEO.

2. SCOPE

This policy applies to all employees, members of the medical staff, volunteers and students of CPDMH and to all tangible or intangible assets of CPDMH.

3. GUIDING PRINCIPLES

Named recognition is meaningful and personal. Exemplary service advances and enhances the ability of CPDMH to provide excellent healthcare services for the communities it serves. Exemplary service is not provided exclusively through leadership.

4. DEFINITIONS

Assets

The term “Assets” includes and is limited to, Facilities, Programs and Capital Equipment, each of which is defined as follows:

Facilities: The term “Facilities” includes, but is not limited to, all buildings, internal building spaces, exterior grounds including roads, landscaping materials and finishes.

Capital Equipment: The term “Capital Equipment” includes, but is not limited to single items with a unit value of \$2,500 or more.

Programs: The term “Programs” includes, but is not limited to, all programs, services and areas of care to patients.

Naming Opportunity

The official naming of a particular asset within CPDMH or the placement of a Tribute Marker.

Tribute Marker

Plaques, medallions and other markers which may be placed on or adjacent to an asset.

5. PROCEDURE**5.1 Criteria for Recognition**

Recognition for exemplary service is ordinarily granted to an individual who has ceased to hold the role or position in which the service was given and is still living.

Factors contributing to recognition for exemplary service will include:

- Active participation and engagement
- Demonstrated interest in and service to CPDMH beyond the individual's formal role
- Contributions of a nature and type significantly beyond what is usually expected in the individual's primary role relating to CPDMH
- Breadth of impact over and above what is usually expected in the individual's primary role
- Contributions to CPDMH's success as a whole
- Length of service to CPDMH
- Consistent philanthropic support

5.2 Nomination Guidelines

Any member of the CPDMH community, including staff, medical staff, volunteers and the Board of Directors may submit a nomination for an individual to the Governance and Nominating Committee.

Joint, group and posthumous nominations will not be considered. In the event that a nominee dies after a nomination has been submitted and before a decision has been made by the Board of Directors, the nomination will still be considered.

5.3 Nomination Process

Nominations must be made in writing and should contain the following information:

- Nominee's full name, address, telephone number and email address
- Nominator's full name, address, telephone number and email address
- Details of the nominee's involvement in events, activities, programs across CPDMH to demonstrate breadth of impact
- Description of the nominee's work and how it reflects the requirement that they have performed at a level above and beyond what might normally be expected in their role(s)
- Description of how the nominee's contributions have furthered CPDMH's success
- Nominee's length of service to CPDMH and in what capacity

- Letters of support, if any, from up to five other individuals who know the nominee may be attached to the nomination

Recognition for Exemplary Service	II-11
-----------------------------------	-------

5.4 Selection Process

All nominations will be considered by the Governance and Nominating Committee for recommendation to the Board of Directors.

5.5 Duration of Recognition

Naming of physical assets will be in accordance with the Naming of Carleton Place & District Memorial Hospital Corporation Assets policy.

At the discretion of the Board of Directors, recognition by tribute marker may be in perpetuity, and/or the location of the tribute marker may be changed from time to time.

5.6 Revocation of Naming

CPDMH reserves the right to revoke a naming right as a result of the following circumstances:

- Actions or conduct by an already honoured person, which the sole opinion of the Board of Directors is not appropriate;
- Failure of an honoured person to fulfill agreed-upon obligations.

5.7 Agreement of Honouree

Recognition for exemplary service will not occur without the written consent of the person being recognized.

CPDMH reserves the right to decide on the nature of physical displays which may accompany named recognition while recognizing the value of honouree input.

6. REFERENCES

Queen's University Distinguished Service Award Guidelines, updated February 2018; Chairs Emeritus/a and Trustees Emeritus/a, approved by the Board of Trustees May 2013

Naming of Carleton Place & District Memorial Hospital Assets policy, January 2019
November 2015

7. APPENDICES

Not applicable

Evaluation

This policy will be reviewed every two years.