



## MEDLINE CANADA MENTORSHIP AWARD

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Medline's mission is to provide quality medical products with superior value to healthcare providers and end users, improving patient care and the quality of peoples' lives. Medline also shares and supports The Operating Room Nurses Association of Canada (ORNAC) and its mission of being dedicated to the promotion and advancement of excellence in the provision of perioperative care to patients; and the professional growth and personal enhancement of perioperative Registered Nurses. Both Medline and ORNAC recognize that nurses supporting nurses in the perioperative environment is a crucial component to carrying out the above mission. To this end, the **Medline Canada Mentorship Award** was established in collaboration with ORNAC to acknowledge the significant role mentorship plays in the perioperative nursing environment.

# MEDLINE CANADA AWARD CRITERIA

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## **AWARD DESCRIPTION**

The Medline Canada Mentorship Award will be presented during the National Conference year to 6 perioperative registered nurses who are recognized by their peers as outstanding mentors and role models. The recipients of the award shall each receive **\$1000**, a certificate, and an Award pin.

## **POLICY AND PROCEDURE**

1. The Awards Chair shall advertise the Award in the Canadian Operating Room Nursing Journal, on the ORNAC Website, and through the members of the ORNAC Executive and Board of Directors.
2. Nomination forms shall be available for downloading from the ORNAC Website. Completed nominations shall be submitted to the ORNAC Awards Chair no later than **January 15<sup>th</sup>** of a National Conference year.
3. The Awards Chair shall review the nominations for completeness, and also to determine if any of the nominees are members of the Awards Committee. Incomplete submissions will not be considered. If a nominee is a member of the Awards Committee, the Awards Chair shall contact that nominee and request him/her to make one of the following choices:
  - 3.1 withdraw as a member of the selection committee and allow the nomination to stand; or
  - 3.2 remain as a member of the selection committee and decline the nomination.

**Note:** The Awards Chair shall not be eligible for nomination during the term of office as Chair.

Nominees must:

- 3.3 Be a practicing perioperative registered nurse
  - 3.4 Have nomination be supported by at least three (3) colleagues/associates
  - 3.5 Hold current CNA certification and be certified for at least five (5) years
  - 3.6 Be a current ORNAC member and have encouraged others to become members
4. The Awards Chair shall remove the identifying names and addresses on the nomination forms and assign a code number to each.
  5. The Awards Chair shall duplicate the nomination papers and forward to the Awards Committee members along with the guidelines for selection and the score sheets **by January 31<sup>st</sup>** of the National Conference year.
  6. Members of the Awards Committee shall use the selection process approved by the ORNAC Board:

## **Scoring:**

- 6.1 The 6 nurses with the highest number of points will share the award equally.
  - 6.2 The Awards Committee shall retain the right to recommend that the award not be given, in the event that insufficient points are awarded to the nominees. The Awards Committee must agree by a majority that the points received are insufficient to determine an award.
  - 6.3 All points shall be totaled by the Awards Chair, and the nominees with the highest scores shall be deemed the recipients of the Award.
  - 6.4 In the event of a tie the President of ORNAC will break the tie to select the winner.
7. Score sheets shall be completed and returned to the Awards Chair for compilation by **February 15<sup>th</sup>**.
  8. All nomination papers, except those of the successful nominee, shall be destroyed at the completion of the selection process.
  9. All nominations shall remain confidential. Only the recipient of the award will be announced.
  10. Recipients of the Award are not eligible for nomination in subsequent years.
  11. Profiles of nominees that were not selected may be resubmitted in subsequent years, with a new submission each time.
  12. If possible, the award recipient should not be notified in advance of the successful nomination. The Awards Chair and the President of ORNAC shall assess the situation, and if necessary, notify the recipient(s) so they can choose to attend the National Conference to receive the award.
  13. The presentation of the award shall be done at an Executive approved time at the National Conference. The Awards Chair will inform the Medline Canada President or designate, and the ORNAC President of the name of the award recipient, and will make arrangements with the Conference Chair for the awards presentation. If the recipients do not attend the conference, arrangements may be made by the provincial board members to present the award at a provincial event.
  14. The Awards Chair will act as Master of Ceremonies for the awards presentations, but may request the award be presented by the Medline Canada President or designate, the ORNAC President, or a past award recipient.
  15. Each of the award recipients shall receive \$1000 directly from Medline; and an award pin, and certificate from ORNAC.
  16. The Awards Chair will make arrangements for photographs to be taken at the presentation.

## MEDLINE CANADA AWARD NOMINEE PROFILE

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Please include information from the following four sections not to exceed 5 pages. Additional supporting pages/resume may be added.

I. **EDUCATION (15 points)**

*Describe in detail, education to date.*

II. **YEARS OF OPERATING ROOM EXPERIENCE (15 points)**

*Describe work experience and position held.*

III. **COMMITTMENT/MENTORSHIP (40 points)**

*Comment on the key strengths, including: knowledge, practice, skills, expertise, role model, standards, professional development to work setting, teaching and leadership. Comment on the nature of the candidate's mentorship qualities and how they contribute to perioperative nursing.*

IV. **PERIOPERATIVE ORGANIZATION ACTIVITIES (30 points)**

*Describe nursing/Non-nursing awards received, national and provincial association memberships and positions held. Include: committee work, speaking activities, executive position, publications, special events and all O.R. Association work at local, provincial, national and international level.*

Nominee profile, nomination form, and three (3) letters of support must be completed by colleagues/students who are nominating the candidate (without the knowledge of that candidate). The letters of support may follow the four nominee profile sections and should explain why the candidate is exceptional giving specific examples of how the candidate meets the criteria.

Nominee profile submission and letters of support must be typed.

The name of the nominee **must be on the cover page only** to ensure anonymity during selection process.

## MEDLINE CANADA AWARD NOMINATION FORM

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1. Name of Nominee:  
Provincial Perioperative Group  
Membership Number  
Provincial Professional Association and/or Licensing Body  
Membership Number
2. Mailing Address:
3. Email Contact and Phone Number:
4. Place of Employment/Position:
5. Phone Number:
6. Nominated by:
7. Mailing Address:
8. Email Contact and Phone Number:
9. References (Please include name and contact information):

(ORNAC Use Only)	
<b>Code #:</b> _____	<b>Date Received:</b> ___/___/___ yy mm dd
Awards Chairperson: _____ (signature)	
<b>Date Submitted:</b> ___/___/___	<b>Approved for selection: YES <input type="checkbox"/> / NO <input type="checkbox"/></b>

## **MEDLINE CANADA AWARD SELECTION CRITERIA GUIDELINES**

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The following distribution of points is to be utilized by those members making a selection for the Medline Canada Award, to encourage consistency and provide a base measure that represents the intent of the Award. Note: partial marks can be awarded in any sub-category.

### **I. EDUCATION 15/100 POINTS**

- (5) Post Basic Perioperative Course
- (5) Baccalaureate Degree
- (5) Masters Degree \*
- (5) Doctoral Degree \*

\*Note: Credit only highest degree obtained.

### **II. YEARS OF O.R. EXPERIENCE 15/100 POINTS**

(Include only those years that fall into the ORNAC definition of Perioperative Nursing.)

- (5) 0 to 5 Years
- (10) 5 to 10 Years
- (15) 11 plus years

### **III. COMMITMENT/MENTORSHIP 40/100 POINTS**

- (10) Demonstrates a commitment to ongoing professional development
- (15) Practice/Contribution to Work Setting
  - Key advocate for patient care and staff integration.
  - Consistently demonstrates a desire to coach/mentor others
  - Has had major positive impact on the direction of perioperative nursing and the morale of the professional setting
- (10) Skills/Expertise - Outline skills or expertise acquired that relate to perioperative nursing mentorship.
- (5) Teaching/Mentorship Roles are not limited to but may include:

Orientation of new staff	Committee Work
Role Model	Resource Nurse
In-service Education/Lectures	Preceptor

**IV. PERIOPERATIVE ORGANIZATION ACTIVITIES**

**30/100 POINTS**

- (5) Keeps knowledge and skills current; attends perioperative workshops and conferences and encourages other nurses to do the same.
- (5) Promotes and encourages CNA Certification in Perioperative Nursing
- (5) Encourages membership in Regional/Provincial perioperative Organizations
- (15) Participates in perioperative association (e.g. holds a position, does committee work, presents at conferences, publishes articles etc.) at:
  - Local/regional/provincial/level (5)
  - National/International level (10)

**TOTAL: /100**