

FAQs for Our Shared Values Awards Unity Health Toronto's values awards program

With the launch of Unity Health Toronto's <u>values</u> in 2019, we introduced a harmonized approach for our recognition program: the Our Shared Values Awards.

Each of Unity Health's sites celebrates their own award recipients on their traditional mission day or feast day, with a special celebration to bring together each site's award recipients.

We have prepared the following Frequently Asked Questions to help staff, physicians, volunteers, and patient and family partners understand the current process. For specific questions, please contact mission and values managers Vanessa Nicholas-Schmidt (ext. 15-4245) or Donna Romano (ext. 14-5688).

1. What are the Our Shared Values Awards?

The Our Shared Values Awards is a program that recognizes any staff, physician, volunteer, patient and family partner, or team that exemplifies a commitment to living Unity Health's values in their day-to-day work. It is a peer nominated process, and a selection committee at each site chooses the annual recipients from the nominations received. The selection criteria is based on the values behaviours found in the **Living Our Values Toolkit**.

2. Who can be nominated for a values award?

You can nominate any physician, employee, volunteer, patient and family partner or team at Unity Health who have a satisfactory performance record.

3. How can I nominate someone?

Nominating is easier than ever! There is now an <u>online nomination form</u> that's used, regardless of the nominee's or nominator's home site. Contact Vanessa Nicholas-Schmidt (ext. 15-4245) or Donna Romano (ext. 14-5688) for a pdf version of the nomination form.

4. Can I nominate someone who works at a different site than I do?

Yes! You can nominate anyone from across Unity Health. If you've seen our values in action, please submit a nomination!

5. How do I nominate someone for a values award at a different site?

You will indicate the site for which the person or team is being nominated in the top section of the nomination form.

6. What if the person I wish to nominate works at multiple sites?

When nominating someone who has responsibilities at multiple sites, please choose to nominate them at one site. It does not have to be their 'home' site or where their main office is located. Please note, you may only nominate the individual once in a calendar year. Please contact your mission and values manager for more details.

7. When do nominations open?

Each site has a formal nomination period. Providence's nomination deadline is in November, St. Joseph's deadline is in March and St. Michael's is in June. However, you can submit a nomination form year round. All forms submitted before the close of the official nomination period for that site will be considered for that year. All nominations submitted after that day will be kept for the following year.