

## President's Excellence Awards – Volunteer Lifetime Achievement NOMINATION GUIDE

### Lifetime Achievement – Volunteer

This award recognizes the extraordinary efforts and achievements of a volunteer who has made a significant impact to their health care community for at least 10 years.

The nomination must demonstrate:

- How has this volunteer demonstrated a long term commitment to AHS through their passion, skill set and expertise and have even gone “above and beyond” in the service they have provided?
- How have they exemplified the AHS values? Include information about the specific values they demonstrate within their role(s).
- How have they made a positive impact to patient/family centred care and/or supported our health care professionals and other volunteers?

### Step by Step Guide

#### 1. Sign into the SPIRIT website.



The screenshot shows the SPIRIT website interface. At the top left is the Alberta Health Services logo. The main header features the word "SPIRIT" in large letters, with the tagline "Salute Praise Inspire Recognize Individuals & Teams" below it. A navigation bar contains links for "e-Cards", "Career Milestones", "Awards", "Retirement", "Manager Resources", and "Photo Contest". The login area is divided into two sections: "First Visit?" with a "Please Register" prompt and a "First Time Registration" button; and "Already Registered?" with input fields for "Employee ID" and "SPIRIT Password", a "Log in" button, and links for "Forgot Password" and "Help".

Sign into the SPIRIT website found at [www.serviceawards.com/albertahealth](http://www.serviceawards.com/albertahealth)

If you have not registered on the SPIRIT website before click Quick Registration. It will ask you for your employee id number (including the preceding zero(s) and your last name as your password. You will then be asked to verify your email address (**your email must have the extension @ahs.ca or it will not work**). Once you have done this an email will be sent to you, click on the link in the email change your password to something you will remember (this is not connected to your AHS sign on).

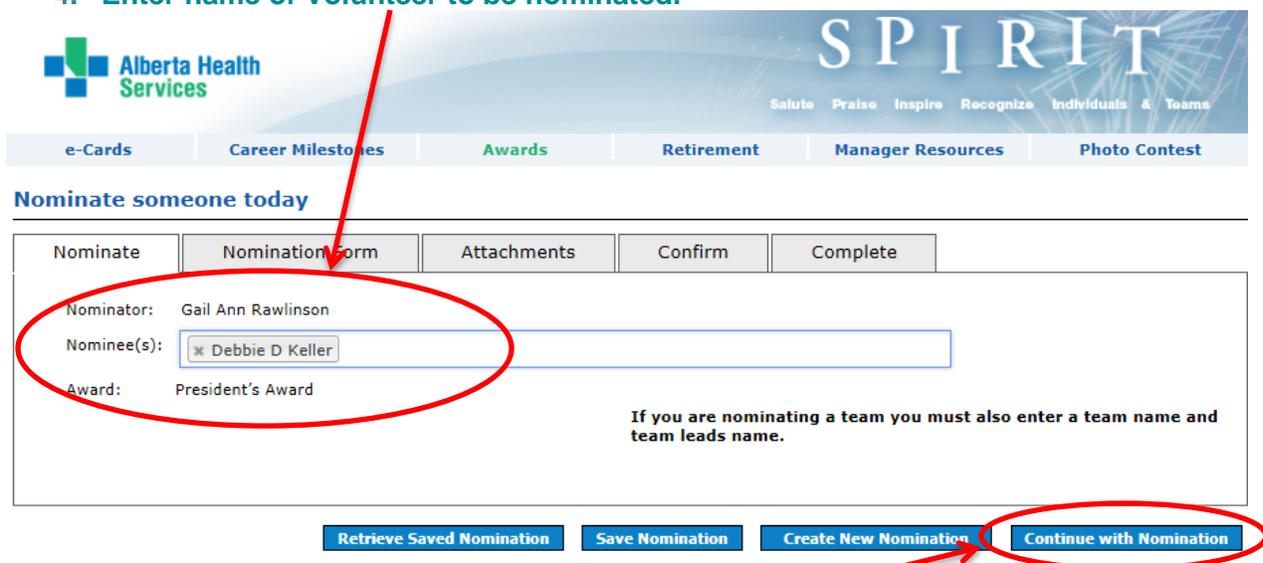
2. Click on the Awards tab to open the drop down menu.



The screenshot shows the SPIRIT website interface. The 'Awards' tab is highlighted with a red circle. A dropdown menu is open, listing various award categories and nomination options. The 'Nominate PEA' option is also circled in red. The background features the SPIRIT logo and the tagline 'Salute Praise Inspire Recognize Individuals & Teams'.

3. Click on "Nominate PEA"

4. Enter name of Volunteer to be nominated.



The screenshot shows the 'Nominate someone today' form on the SPIRIT website. The 'Nomination form' tab is selected. The 'Nominator' field is filled with 'Gail Ann Rawlinson'. The 'Nominee(s)' field contains a dropdown menu with 'Debbie D Keller' selected. The 'Award' field is set to 'President's Award'. A red circle highlights the 'Nominator' and 'Nominee(s)' fields. Below the form, there are four buttons: 'Retrieve Saved Nomination', 'Save Nomination', 'Create New Nomination', and 'Continue with Nomination'. The 'Continue with Nomination' button is circled in red.

5. Click "Continue with Nomination".

6. Click on "Lifetime Achievement"



Alberta Health Services

SPiRiT  
Salute Praise Inspire Recognize Individuals & Teams

e-Cards Career Milestones Awards Retirement Manager Resources Photo Contest

Nominate someone today

Nominate Nomination Form Attachments Confirm Complete

**Nomination Category (Required)**  
Having reviewed the Award criteria, which of the categories do you feel best describes your nominee's achievement?

Innovation and Research Excellence ?

Lifetime Achievement ?

Patient and family Centred Care ?

People Excellence ?

Quality Improvement ?

Service Excellence (Corporate and non-clinical Support Services) ?

**7. Fill out the nomination form.**

**Additional Comments about the Nominee (Optional)**  
Additional comments to support why your nomination should receive this award?

Test

3996 characters left

Back Save Nomination Create New Nomination Continue with Nomination

8. Click "Continue with Nomination"

9. You must attach at least 1 supporting document for the nomination.

## Nominate someone today

Nominate	Nomination Form	Attachments	Confirm	Complete
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**Supporting documents:**

Nominations must include a minimum of one (1) and a maximum of three(3) pieces of support materials. Support materials may include letters of reference; testimonials from peers, patients or clients; news clippings; screen shots of website content; or other documents which support the nomination. The total weight of the support material must not exceed 10 MB. Only material attached to the nomination submission will be considered. Web links to material will not be reviewed.

[Add a file](#)

● Test.docx      Description:       [Remove](#)

[Back](#)      [Save Nomination](#)      [Continue with Nomination](#)

Nominate	Nomination Form	Attachments	Confirm	Complete
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**Nominator:** Gail Ann Rawlinson

**Nominee(s):** Debbie D Keller

Lead Name

**Award:** President's Award

**Nomination Form**

**Nomination Category**  
Lifetime Achievement

**Achievement**  
Test

**Impact of Achievement**  
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**Alignment with AHS Values**  
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**Additional Comments about the Nominee**  
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**Attachments:**  
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Review your Nomination.

Click Submit once complete.

Congratulations! You have completed a Volunteer nomination.

[Back](#)      [Submit](#)

### 1) Achievement:

How well did this nomination summarize the volunteer's long term commitment to AHS through their passion, skill set and expertise and have they gone "above and beyond" in the service they have provided?

10	9	8	7	6	5	4-3	2-1
Preferred			Very Good			Good	Fair
This individual exemplifies long term commitment, exceptional qualities, and service that has made positive change within their volunteer role.			This individual demonstrates a moderate degree of expertise with varying degrees of passion and influencing positive change within their volunteer role.			This individual demonstrates commitment but has little or no involvement or impact within their volunteer role.	

### 2) Impact of Achievement:

What impact has this volunteer had on their health care community?

10	9	8	7	6	5	4-3	2-1
Preferred			Very Good			Good	Fair
This volunteer has made a significant impact within the health care area where they made a contribution.			This volunteer has had a moderate operational impact within their volunteer area.			This volunteer has had little impact within their volunteer area.	

### 3) Alignment with AHS Values (Compassion, Accountability, Respect, Excellence and Safety):

How well does this Volunteer exemplify the AHS Values? What specific values are described in this nomination?

10	9	8	7	6	5	4-3	2-1
Preferred			Very Good			Good	Fair
This volunteer exemplifies a high degree of alignment with the AHS Values describing linkages to the majority of the five values			This volunteer demonstrates a moderate degree of alignment with the AHS Values describing linkages with some of the five values			This volunteer provides little to no evidence that there is alignment to the AHS values	

**4) Sustainability:**

Through their extraordinary efforts and achievements, how have they impacted patient/family centred care and mentored other volunteers to be their best? How have they provided support for health care professionals?

10	9	8	7	6	5	4-3	2-1
Preferred			Very Good			Good	Fair
This individual has made significant impact in supporting health care professionals and has been exemplary in mentoring other volunteers through their contribution to patient/family centred care.			This individual has shown moderate achievement and demonstrates a moderate amount of mentoring and supporting other volunteers.			This individual has shown some impact in supporting patient/family centred care and has demonstrated little to no ability in mentoring and supporting other volunteers.	