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Award for Excellence Policy

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Version 2.02

Status: Revised

Amendment History

Version	Date	Editor	Comments
1.0	20090106	MB	Approved by Management Board
1.01	20120824	Jan-Eric Slot	
1.02	20130607	Sally Greenway and Dennis Giokas	
1.03	20140317	JGK	Reformatted and edited
1.04	20140324	JGK	Revised based on YDA input
2.01	20150512	JGK	Clarified that Community of Practice means Collabnet account but not an employee of IHTSDO
2.02	20160421	JGK	Definition of Community of Practice in this context simply not an employee of IHTSDO; other updates to reflect current organizational structure ("Office" to "staff") and location (removal of reference to Danish law)

Approvals

Version	Date	Approver	Comments
1.0	20090106	Management Board	
2.0	20140430	General Assembly	
2.02	20160421	Don Sweete	

Future Review Timetable

Review date	Responsible owner	Comments
As needed	JGK on behalf of CEO	

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1 Introduction

1.1 Background

IHTSDO fully acknowledges its dependence on contributions of people's time, energy, knowledge and skills to make the organization and its products successful. As a mark of that acknowledgement, IHTSDO has an internal framework to ensure that its appreciation is demonstrated formally and informally. The IHTSDO Award for Excellence is one component of the IHTSDO framework of appreciation.

1.2 Purpose

The IHTSDO Award for Excellence is awarded to a single recipient each year. It is given for outstanding contributions to the improvement of SNOMED CT and/or its successful implementation in any aspect of health and social care.

2 The Award

The Award for Excellence is symbolized by a physical award which is intended to be an enduring representation of the organization's recognition and appreciation of the recipient's achievements. It is designed to be reflective of the nature of our global effort, and it is given to the award winner to keep.

3 Eligibility Criteria

With the exceptions outlined below, anyone is eligible to receive this award. It is possible that an exceptional individual may win the award on more than one occasion.

In view of the fact that the award involves input from the Management Board and decision-making by the General Assembly, individuals serving in a Management Board or General Assembly role will not be eligible whilst in active service in that role. For the sake of absolute clarity, General Assembly and Management Board members are eligible when they have stepped down from those positions and could potentially receive the award for contributions made during their periods of service.

4 Nomination Process

Nominations can be submitted any time of the year except for the period from July 1st to the end of the October General Assembly meeting.

The initial call for nominations goes out formally in March or April. An announcement about the nomination process and award is made each year at the April General Assembly meeting. The IHTSDO staff also sends out a reminder call for nominations to the Community of Practice shortly after the April General Assembly meeting and publishes a newsletter article about it to ensure that potential contributors are aware of the award. The deadline for nominations is June 30th.

The nomination process is simple. The key points are:

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1. Two people must complete the nomination form together (see Appendix B for the form).
2. At least one of those two people should be part of the IHTSDO Community of Practice. This is defined in this context as simply not being an IHTSDO employee.
3. A citation should be written which explains why the person at this time should be considered for the award.

All nominations should be sent to info@ihtsdo.org and receive acknowledgement by the IHTSDO Office.

The award may highlight contributions from the year preceding the nomination or it may be in recognition of the person's contributions over a number of years.

5 Election Process

The end to end process is as follows:

1. In early July, the IHTSDO staff puts together a nominations package containing all the nomination forms. It sends the package to the IHTSDO Management Board for discussion at the summer Management Board meeting or, if necessary, by email correspondence.
2. At the discretion of the Management Board Chair, a Management Board vote takes place.
3. After Management Board discussions (and, potentially, after its vote), the Management Board prepares a briefing paper for the General Assembly on its preferred candidate(s) (with reasons) and any suggested exclusions (with reasons).
4. The Management Board briefing paper and the complete nomination package is sent to the General Assembly shortly after the Management Board summer meeting.
5. The General Assembly votes electronically on the winner. The phrasing of the question is at the discretion of the General Assembly Chair (for example, "Do you agree with the Management Board's recommendation of Person X?" or "Do you vote for Person X, Person Y or Person Z?") The person who receives the most votes wins. Abstentions or a lack of response have no effect on the vote. If there is a tie, the General Assembly Chair breaks the tie.
6. The IHTSDO staff announces the (confidential) decision to the General Assembly and Management Board and informs the recipient (copying the nominators) that he or she has been selected as the winner of the IHTSDO Award for Excellence. All communications request that the name of the winner be held in confidence until the awards ceremony. The award winner is offered travel, accommodation, and a dinner ticket to attend the awards ceremony and dinner.

6 Awards Ceremony

- The awards ceremony takes place at the IHTSDO October meeting social event.
- The Chief Executive Officer or Chair of the Management Board calls the gathering to order and invites the Chair of the General Assembly to the microphone.
- The Chair of the General Assembly invites the nominators to the microphone.
- One or both of the nominators reads the citation to the gathering or otherwise makes remarks about the winner.
- The Chair of the General Assembly bestows the award on the recipient and says a few words.

- The recipient has the opportunity to speak.
- The CEO or Management Board Chair thanks the participants and the audience, and the evening proceeds.

7 Communication of the Award

A short article about the award winner appears in the IHTSDO newsletter. In addition, a picture of the award winner receiving the IHTSDO Award for Excellence and the citation or other kind of article appears in the Annual Activity Report.

8 Transparency and Openness

There will be no publication of the names of other nominees, as this is not seen as a competition but a celebration of excellence. If an individual wishes to know who has been nominated or requests additional information to determine whether the process has been followed correctly, then this can be done through a trusted third party, e.g. IHTSDO legal counsel or auditor.

9 Funding

IHTSDO provides full funding and support for the award and publicity related to it. IHTSDO also provides full funding (travel, accommodation, dinner ticket to the social event) for the recipient to accept the award.

Appendix A Previous Winners of the Award for Excellence

2015: Jim Case, USA

2014: Judith Warren, USA

2013: Kristina Brand Persson, Sweden

2012: Dion McMurtrie, Australia

2011: Ian Green, UK

2010: Gwen Smith, UK

2009: James Campbell, USA