**Excellence in Inclusion, Diversity, Equity & Accessibility (IDEA) Award**

**The Award**

This award will honour a forward-thinking healthcare organization that has demonstrated leadership in creating and promoting inclusion, diversity, equity, and accessibility to improve the environment for its employees, and to better service their customers/patients, and the community. *Please reference Appendix A for Glossary of Definitions.*

The recipient will receive an etched glass trophy. Should we deliver an in-person event, one representative of the winning organization will also receive paid travel and accommodation to attend the College's Honouring Health Leadership event, and a complimentary registration to the CCHL National Conference.

**Eligibility**

The award is open to all healthcare organizations operating in Canada, who have demonstrated effective leadership, skill, innovation, and perseverance in the areas of inclusion, diversity, equity, and accessibility are eligible to be nominated. While special acts or other one-time achievements will be considered, this award will place special emphasis on effective and sustained efforts worthy of recognition. This justification will serve as the principal basis for selection of the award recipient.

**Nominations**

Nominations must be made by a member of the College and be submitted by **February 1, 2024**.

To submit a nomination, please use the attached nomination template. Nominations must be submitted as one PDF file via the [team and organization award online form](https://questionpro.com/t/AMCd3ZsymT) and include the following:

* The completed nomination form (to be completed online).
* A letter of nomination from a member of the College.
* Using the template, describe the initiatives undertaken by the nominated organization that demonstrated leadership in creating and promoting inclusion, diversity, equity, and accessibility across various populations to improve the environment for its employees and volunteers, and to better service their customers/patients and the community.
* Three letters of support from: (1) a member of the nominated organization's board of directors; (2) a member of the organization's senior leadership team; and (3) from a patient or employee who has been positively impacted by the inclusion, diversity, equity, and accessibility initiatives undertaken by the nominated organization.

**Excellence in Inclusion, Diversity, Equity & Accessibility Award – Nomination Template**

*Nominations must be made by a member of the College.*

**Nominee name:**

**Nominator name:**

**Report**

**(Limit: 2,500 words. Please respect the word count limit. The College reserves the right to disqualify nominations that exceed the limit.)**

*Please complete the sections below and clearly explain why the nominee deserves the award. You are welcome to insert graphs, etc. into the sections.*

1. Introduction – please describe why inclusion, diversity, equity, and accessibility is important to the nominated organization.
2. Provide evidence regarding how the organization has demonstrated **visionary and insightful leadership** to promote full inclusion, diversity, equity, & accessibility across various populations through strategic decision-making, equitable practices, allocation of resources, and establishment of priorities by the leadership which is evident in its policies and practices. (20 POINTS)
3. Provide evidence of the initiatives undertaken that cultivate, promote, and foster a more **inclusive and equitable work environment**, including approaches to recruitment, retention, and the promotion of individuals of Indigenous and equity-deserving populations. Demonstrate how these initiatives have impacted the organization and its employees. Where applicable, include quantitative and qualitative measurements such as engagement scores, or other measurements of success. (20 POINTS)
4. Outline the initiatives undertaken that cultivate, promote, and foster an **inclusive patient experience** for equity seeking and vulnerable patient populations**.** Demonstrate how these initiatives have impacted the patient populations. Where applicable, include quantitative and qualitative measurements such as engagement scores, or other measurements of success. (20 POINTS)
5. Provide examples of **community engagement** by the organization and/or its employees that helps to foster understanding between populations and assists in building bridges within and across communities. (15 POINTS)
6. Discuss how the organization **educates its workforce** on equitable and social engagement with and between people of varying equity-deserving groups such as those of diverse ethnic or religious backgrounds, Indigenous populations, socioeconomic status, sexual orientation, gender, and/or physical and mental capabilities. (10 POINTS)
7. Discuss the sustainability of the initiatives outlined in sections 3; 4; 5 and 6. (15 POINTS)
8. Conclusion

**How to submit your nomination:**

The nomination should include all of the items listed below. The nomination is to be submitted online using the College’s [Team and Organization Awards Form](https://questionpro.com/t/AMCd3ZsymT) by **February 1, 2024.** The completed nomination template and supporting documents should be submitted in one PDF file via the online awards form. Electronic signatures are acceptable.

Please include the following in your nomination package:

* the completed nomination form (to be completed online);
* nomination letter from a member of the College;
* the completed nomination template; and
* three letters of support, as outlined on page 1 of this document.

**Should you have any questions, please contact:**

Christian Coulombe, Vice-President, Marketing & Membership

Canadian College of Health Leaders

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Toll free: 1-800-363-9056

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By submitting a nomination, you attest that the information provided is, to the best of your knowledge, factual and correct. You understand that the College has the ability to fact check the information provided.

***Sponsored by:***



**Appendix A**

**Glossary of IDEA Terms provided by the Canadian Centre for Diversity and Inclusion**

**Inclusion**

Inclusion is creating a culture that embraces, respects, accepts, and values diversity. It is a mindful and equitable effort to meet individual needs so everyone feels valued, respected, and able to contribute to their fullest potential. Where diversity occurs naturally, creating the mix in the organization, inclusion is the choice that helps the mix work well together.

**Diversity**

Diversity is about the individual. It is about the variety of unique dimensions, qualities, and characteristics we all possess, and the mix that occurs in any group of people. Race, ethnicity, age, gender, sexual orientation, religious beliefs, economic status, physical abilities, life experiences, and other perspectives can make up individual diversity. Diversity is a fact, and inclusion is a choice.

**Equity**

Where everyone is treated according to their diverse needs in a way that enables all people to participate, perform, and engage to the same extent.

**Accessibility/accessible**

A building, facility, structure, program, activity, resource, product etc. that is readily usable, or the extent to which it is readily usable by a person with a disability.

**Additional Definition:**

Equity-seeking groups/equity-deserving groups. Group of people who have been historically disadvantaged and under-represented. These groups include but are not limited to the four designated groups in Canada – women, visible minorities, Aboriginal Peoples, and people with disabilities – and people in the LGBTQ2+ community/people with diverse gender identities and sexual orientations. Equity-seeking groups identify barriers and unequal access, and actively seek social justice and reparation.