

**J. CHARLES “CHUCK” MORRISON AWARD**  
**for**  
**OFFICE SUPPORT STAFF**

**CRITERIA FOR AWARD**

**Fundamental criteria that must be met include:**

- Contributing to a positive culture within the Department of Medicine
  - Interacts with co-workers, staff and patients in a positive, responsive and cheerful manner
  - Exhibits high levels of energy and commitment to Department
  - Maintains a good sense of humor
- Bringing the “best” of themselves to work on a regular basis throughout the year, i.e.
  - Consistent good performance in their regular job duties
  - Is motivated and strives for excellence
  - Positively embraces change
  - Shows an interest in continually enhancing skills and quality of work
  - Accepts responsibility for their actions
- Being a good ambassador for the Department of Medicine
  - Enjoys working within the Department of Medicine and speaks highly of the Department as a good place to work
  - Takes pride in both their job responsibilities and their department/division
  - Enhances the image of the Department and/or Division through interactions with others

**Other important factors that will also be considered include:**

- Exceptional service to staff/co-workers/patients
  - Knowledgeable about job duties and the Department of Medicine
  - Presents information and executes job duties in a positive manner
  - Willing to go above and beyond regular work duties to assist others
  - Minimizes delays and assures timely follow-up
  - Excellent interpersonal relations
- Innovative and enthusiastic approach to work
  - Addresses problematic situations and suggests creative ways to resolve them
  - Consistently brings out the best in others
  - Enhances the operating efficiency of the Department and/or Division
- Team Work
  - Is willing to share their knowledge, skills and experience with others
  - One from whom others seek guidance and advice
  - Contributes to a supportive and collaborative team
  - Willing to lend a hand or assist co-workers with their workload when possible
- Contributing to a healthy work environment/wellness
  - Is a positive role model for others
  - Treats others with dignity and respect
  - Champions sound ideas for positively impacting workplace wellness