



## APPLICATION CHECKLIST

Award: Hazel Skilton Founder's Award

Nominees name:

Date completed:

ITEM	TICK
Current member of OTNZ-WNA	
Completed nomination form with signatures	
OTBNZ Annual Practising Certificate	
Three Letters of support including nominees.	
Curriculum Vitae	
Portfolio of evidence demonstrating how criteria has been met	
All documentation has been emailed through to <a href="mailto:membership@otnwna.co.nz">membership@otnwna.co.nz</a>	

## Occupational Therapy New Zealand – Whakaora Ngangahau Aotearoa Hazel Skilton Founder’s Award Guidelines

The recipient of the Occupational Therapy New Zealand- Whakaora Ngangahau Aotearoa (OTNZ-WNA) Hazel Skilton Founder’s Award will demonstrate outstanding values in their commitment to occupational therapy, service to others, mentoring and inspirational leadership in New Zealand. The award is granted biennially to a member of OTNZ-WNA.

### A brief history of the award

Hazel Skilton was known for her service to others, strong mentoring, and inspirational leadership. This award was established by The Legacy of Occupation Research Group (Creighton, N; Gordon, B; Riordan, S; Scaletti, R) in consultation with Hazel Skilton. It was intended as recognition of occupational therapists who in their day-to-day practice, demonstrate the above values.

Hazel Skilton: Died 25<sup>th</sup> January 2015, aged 101 years

*“Hazel Skilton was an **occupational therapy founding member**.* Rene Stacy Skilton (nee Barton), known as Hazel Skilton, read about occupational therapy in the Reader’s Digest. Liking what she heard, and wanting to make a difference in people’s lives, she planned to go to America to train but was thwarted by the war. She was one of four of the first occupational therapists to be trained in New Zealand in 1940. She worked in the Queen Elizabeth Hospital in Hanmer Springs where several of the men had been repatriated from the WW2 battle on Crete, then transferred to Rotorua where she worked with returned servicemen.

As an early leader in occupational therapy Hazel recognised the need for a national organisation which in 1949 was established as the New Zealand Registered Occupational

Therapists Association Inc. It was Hazel's casting vote that brought about the formation of the association.

During the years 1950-58 Hazel held the dual positions of Principal of The New Zealand Occupational Therapy Training School and Supervising Therapist of the Department of Health. Driven by her vision for high standards of education and practice, she used her positions to endorse formal registration and holds New Zealand registration number one (1955).

Hazel's intent was to create a community to share ideas and learning, and to gain visibility and publicity for the occupational therapy profession. She held a strong curiosity and interest in people seeing the need for people to be occupied or participating in activities that provided meaning for them. Hazel Skilton was a dynamic, inspirational, compassionate woman who will be greatly missed".

## Aims of the Award

The Hazel Skilton Founder's Award is presented by OTNZ-WNA to:

1. Acknowledge outstanding role models for occupational therapists in Aotearoa New Zealand who demonstrate values of commitment, service, mentoring and inspirational leadership;
2. Recognise the time and commitment spent on providing services for and mentoring of occupational therapists, students and others.
3. Stimulate, encourage, and/or acknowledge inspirational leadership of others.
4. Raise the profile of the occupational therapist in the wider community by their actions and commitment to occupational therapy values<sup>1</sup>.

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<sup>1</sup> Occupational Therapy values include Occupational Justice, Biculturalism, Integrity, Professionalism, Collaboration and Transparency. For further details view [www.otnz.co.nz](http://www.otnz.co.nz)

## Nature of the Award

The award is open to OTNZ-WNA members in recognition of practitioners who demonstrate the values shown of commitment to occupational therapy, service to others, mentoring, and inspirational leadership.

The successful applicant will be a mature clinician. He/she will be an experienced person who leads by practical example, demonstrating qualities relative to career clinical skills, professional organisation and community involvement.

Hazel Skilton has requested that the Award be used to honour practitioners demonstrating these values.

The successful recipient will have demonstrated such practices as:

- Initiation of new projects
- Mentoring of students, colleagues, and peers returning to the profession
- Encouragement of occupational therapists in their career paths
- Participation in the community outside of the workplace
- Promotion of occupational therapy
- Participation in OTNZ-WNA projects: working parties, office bearer, conferences, events, OT Insight, New Zealand Journal of Occupational Therapy
- Commitment to life-long learning.

## Required Outcome of the Award-Provided by Hazel Skilton

Recipients are to receive:

- Letter of recognition and a sensory object to honour the creative skills of early therapists.
- Article to be published in OT Insight, OTNZ-WNA website and local community newspaper local to the area in which the recipient is practising.
- Award will be presented at an OTNZ-WNA event.
- Recipient will be expected to present a short (3 – 5 minutes) personal and professional profile on acceptance of the award.

- Award will be provided biennially.

### Eligibility Criteria:

To be eligible for nomination for the Hazel Skilton Founder's Award nominees must meet the following criteria:

1. Be a current member of OTNZ-WNA.
2. Hold a current annual practising certificate with the Occupational Therapy Board of New Zealand
3. Not be a previous recipient of the award.

### Nomination Process

- Nominees must be proposed and seconded by current members of OTNZ-WNA.
- Nominations will only be accepted on the official nomination form.
- Nominations must be accompanied by a curriculum vitae
- Nominations must be accompanied by a portfolio containing evidence that the nominee meets the eligibility criteria related to the four Aims of the award. Refer to the suggestions for preparing portfolio of evidence.
- Nominators must support their nomination with at least three pieces of supporting evidence from other therapists and/or organisations in the community

### What Nominees are required to submit?

- **Narrative** – insert up to 150 words outlining the nature of your work in relation to the principles and values embodied in the criteria of the award.
- **Evidence of practice** – attach up to six pages documenting evidence of practice such as testimonials, letters of support, documentation, published material.
- **Reach of practice** – attach up to two paragraphs outlining how others have benefited from your support and mentoring.

## Management of the OTNZ-WNA Hazel Skilton Founder's Award

The Award is managed by the Executive Director of OTNZ WNA on behalf of the profession. This will include all communications and setting of timelines each year.

### Selection Committee

The Committee will normally comprise 3 people:

- A member of OTNZ-WNA Council.
- A previous recipient.
- A senior occupational therapist.

### Responsibilities of the Committee

The Hazel Skilton Award Selection Committee is charged with:

Determining whether applicants have consistently demonstrated their commitment to occupational therapy, service to others, mentoring and inspirational leadership. That is, the **evidence presented matches the intent of the award.**

This involves ranking the applicants in relation to their **overall performance** against the following criteria:

1. Initiation of new projects
2. Mentoring of students, colleagues, and peers returning to the profession
3. Encouragement of occupational therapists in their career paths
4. Participation in the community outside of the workplace
5. Promotion of occupational therapy
6. Participation in OTNZ-WNA projects: working parties, office bearer, conferences, events, OT Insight, New Zealand Journal of Occupational Therapy
7. Commitment to life-long learning.
8. Giving each applicant an overall rating, using the attached evaluation form and rating criteria.
9. Discharging its responsibilities within the allocated budget.

10. Reporting the results to the OTNZ-WNA executive director in a timely manner, no later than 3 weeks prior to the OTNZ-WNA Annual General Meeting.

## **Communication**

Other than councillor and the nominee, the winner of the award will be publicly announced at the clinical workshop during the year that they were given the award.

The OTNZ-WNA executive director will be responsible for

- Ensuring nominees are notified of receipt of their nomination (within 10 working days)
- Sending successful nominees, a letter of congratulations outlining the process for receiving the award
- Sending unsuccessful nominees, a letter notifying them they were not successful.

## **Conditions of granting and accepting the award**

The award will be conferred on the recommendation of the award selection committee. The successful recipient must agree to the following conditions before the award will be granted:

1. Recipient to be interviewed for an article which is to be published in OT Insight, OTNZ-WNA website and local community newspaper local to the area in which the recipient is practising.
2. Recipient will be expected to present a short personal and professional profile on acceptance of the award (3-5 minutes).

## **Costs and Reimbursements**

The recipient will receive free registration to the Clinical Workshop event at which the award is presented. Funding is available on application to the office for travel and/or accommodation costs. Conditions apply.

## OTNZ-WNA Hazel Skilton Founder's Award

### Nomination Form

The Award is granted biennially to a member of Occupational Therapy New Zealand-Whakaora Ngangahau who has made an outstanding contribution to occupational therapy in New Zealand.

#### Nominee details:

<b>Name:</b>	
<b>Address</b>	
<b>Phone:</b>	
<b>Email:</b>	

#### Nominator details (member of OTNZ-WNA):

<b>Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	

#### Secunder details (member of OTNZ-WNA)

<b>Name</b>	
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<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	

We,

\_\_\_\_\_

*Nominator*

\_\_\_\_\_

*Secunder*

Nominate \_\_\_\_\_

*Nominee*

For the OTNZ-WNA Occupational Therapy Hazel Skilton Founder’s Award. We believe that he/she has made an outstanding contribution to occupational therapy in New Zealand.

Signed \_\_\_\_\_ (*Nominator*)      Date \_\_\_\_\_

Signed \_\_\_\_\_ (*Secunder*)      Date \_\_\_\_\_

**Forward this nomination form and the accompanying documentation to:**

Occupational Therapy New Zealand - Whakaora Ngangahau Aotearoa,

Email: membership@otnzwna.co.nz

**Nominations must be received by: 5.00 pm 30 June 20**

The decision of the panel is final and no correspondence will be entered into.

**Declaration by nominee:**

The information supplied with this nomination is, to the best of my knowledge and belief, accurate. I give my permission for my nominators to be contacted in regard to this application. I have not previously received this award for the work submitted.

Signed \_\_\_\_\_ (***Nominee***) Date \_\_\_\_\_

## Evaluation of Eligibility, Curriculum Vitae and Portfolio

NAME OF THE AWARD: Hazel Skilton Founder's Award

NAME OF THE NOMINEE:

NAME OF THE EVALUATOR:

### ELIGIBILITY CRITERIA:

Requirement	YES	NO
Current member of OTNZ-WNA		
OTBNZ Annual Practicing Certificate		
Previous Recipient		

### EVALUATION OF EVIDENCE

The rating scale used for the evaluation of evidence is a five-point scale

**5: Exceeds expectations consistently** – Constantly exceeded the expectations beyond a point which deserves special mention. This is the highest rating and is given when the evidence is truly outstanding.

**4: Exceeds expectations occasionally** – Often but not always exceeded the expectations by a reasonable margin. This rating is used when a majority of the set expectations were above average.

**3: Meets expectations consistently** – Met all the set expectations. This is the average rating, when the evidence provided is adequate. This rating is given when the expectations were met

**2: Meets expectations on most occasions** – Met most of the set expectations. This rating is given when some key aspects are missing, or the evidence is incomplete.

**1: Does not meet expectations** – Failed to meet the expectations. This rating is given when no evidence is provided, or the evidence is incomplete

Criteria						
<b>Provide outstanding role model for Occupational Therapists in Aotearoa New Zealand through the consistent demonstration of exemplary values</b>	5	4	3	2	1	Comment
Consistent demonstration of commitment to occupational therapy both locally and nationally						
Consistent demonstration of service to occupational therapy both locally and nationally						
Consistent demonstration of mentorship to other Occupational Therapists, students, and other professions both locally and nationally						
Consistent demonstration of inspirational leadership within the profession, local community and at a national level.						
The above values are demonstrated in the contribution to practising in bi-cultural Aotearoa New Zealand						

Criteria						
<b>Expose occupational therapists in Aotearoa New Zealand to values of commitment, service, mentorship, and inspirational leadership.</b>	5	4	3	2	1	Comment
Supervising and mentoring Occupational Therapists, colleagues, students, and therapists returning to the profession						
Encouragement and leadership in guiding Occupational Therapists in their career paths						
Initiation, development, and leadership of new occupational therapy (or other) projects at a local or national level						
Promotion of occupational therapy both locally and nationally						
Participation in OTNZ-WNA working parties, events, or as an office bearer						
<b>Demonstrate evidence of commitment to life-long learning</b>	5	4	3	2	1	Comment
Evidence of ongoing learning						
Evidence of the promotion of ongoing learning in others						
Evidence of sharing experience and knowledge with others at a local, and national level						

Demonstrating the application of ongoing learning in day to day occupational therapy practice						
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Criteria						
<b>Raise the profile of occupational therapy in the wider community by actions and commitment to occupational therapy values</b>	5	4	3	2	1	Comment
Participation in marketing of occupational therapy to the wider community						
Participation in a voluntary capacity in community organisations						
Promoting occupational therapy values to colleagues from other disciplines and those from the wider community						
Promoting and/or leading occupational therapy at local and governmental level through contributions to working parties						