



**2014 Employee
Recognition
Awards Program**

NYSHFA

New York State Health Facilities Association

33 Elk Street, Suite 300, Albany, NY 12207-1010

Phone: 518-462-4800 / Fax: 518-426-4051

www.nyshfa.org



2014 Employee Recognition Awards Program

Nomination Form

Please copy this nomination form to accompany each category submitted (check appropriate box).
Limit one nomination per category per facility (not all categories need to be submitted for consideration).

- Registered Nurse of the Year
- Licensed Practical Nurse of the Year
- Certified Nursing Assistant of the Year
- Heart and Hands Award

Please complete the following information about the nominee and mail to NYSHFA along with the other requested materials. Use a separate sheet of paper if additional space is necessary.

Name _____
Present Position _____
Facility Name _____
Facility Address _____
City & State _____ Zip _____

Employee background:
(Some examples may include: Length of service at facility, educational background or achievements.)

This form must be accompanied by four letters of recommendation, one of which must be from the administrator. Please see "General Instructions" for details on how to submit a recommendation. Return the completed nomination form to the administrator for submission to NYSHFA.

Send all material by Friday, February 7, 2014 to:

Karen Morris, R.N., M.S.
Director of Clinical & Quality Services
New York State Health Facilities Association
33 Elk Street, Suite 300
Albany, New York 12207-1010



General Instructions

Criteria

Since the goal is to honor exemplary employees working in skilled nursing facilities, emphasis will be placed on recognizing those individuals who:

- Are innovative in dealing with residents and staff and/or peers in the provision of care and/or services in a nursing facility setting
- Use their skills and knowledge to positively affect residents' quality of life or care
- Positively impact residents' health, safety or general welfare
- Serve as role models for other staff members
- Positively interact with supervisors, peers and/or subordinates
- Positively influence staff morale, teambuilding and/or staff knowledge
- Positively represent their nursing facility in the community
- Display dedication in meeting the needs of the residents and/or facility
- Exhibit behaviors or actions that would be considered "going above and beyond" their position requirements
- Have been employed by the NYSHFA member nominating facility for a period of at least one year at the time of nomination. The nominee must be employed by the same facility at the time of the award presentation at the annual convention in June.
- Nominees who are RNs, LPNs, or CNAs must be currently licensed or certified

NOTE: The individual may have been nominated in a previous year.

How to Submit a Nomination

The following materials must be **received by NYSHFA by February 7, 2014.**

- Nomination Form from the nominee's supervisor.
- Please make a copy of the blank form to use for each nominee.
- The letters of recommendation may be from staff, residents, and family members of the residents, or others as appropriate.
 - a. One recommendation must be from the administrator.
 - b. The letters of recommendation should demonstrate how the employee meets the criteria as stated above.
 - c. **Only four letters of recommendation will be reviewed** by the committee. Any letters exceeding that number will not be part of the review packet.

Instructions for Submitting Recommendations

Use a separate sheet of paper. Please type. (Refer to your nominee as "this employee.")

- Do not identify your facility in the letter.
- Do not use nursing facility stationery/letterhead.
- Do not identify yourself or any facility personnel in the letter of recommendation. Use titles only, not names.
- Be sure to specify the category (RN, LPN, CNA, Heart & Hands) of the nominee.

New York State Health Facilities Association 2014 Employee Recognition Awards Program



The member facilities of the New York State Health Facilities Association (NYSHFA) recognize the importance of all individuals working in nursing facilities today.

As an initiative of NYSHFA's Clinical and Quality Services Committee, the Employee Recognition Awards Program honors individuals for their outstanding contributions to skilled nursing facilities. The following awards will be given in four categories:

- Registered Nurse of the Year Award
- Licensed Practical Nurse of the Year Award
- Certified Nursing Assistant of the Year Award
- Heart and Hands Award (Non-nursing/Non-managerial Staff)

Part of this brochure is the award nomination form. Use it as a master from which to make as many copies as you will need for your nominees. Included are posters advertising the program that may be displayed in your facility. Be sure to indicate in the section at the bottom of the poster where nomination forms may be obtained.

The Clinical & Quality Services Committee members who review the nominations have suggested that members consider the following when choosing a nominee:

- Consider all your staff. Employees nominated in a previous year may be nominated again;
- Try to involve facility staff, residents and families in the nomination process;
- The nurse nominees can be direct caregivers or management persons;
- The "Heart and Hands" nominee should be a non-nursing, non-management staff member.

Winners will be honored at NYSHFA's Annual Convention in June and will receive a plaque and check for \$250. All nominees receive a certificate recognizing the nomination. The certificates will be available to nominating facilities in time for a recognition ceremony in the facility during:

National Nurses Week, May 6-12, 2014
National Nursing Home Week, May 11-17, 2014
National Nursing Assistants' Week, June 12-19, 2014

Please feel free to contact Karen Morris at NYSHFA via phone at (518) 462-4800 extension 15 or email at (kmorris@nyshfa.org), if you have any questions and be sure to submit your nominations by **February 7, 2014**.

Suggestions for Preparing Applications for the Innovative Practice and the Employee Recognition Programs

The NYSHFA Clinical and Quality Committee has developed the following guidelines to assist facilities in preparing applications for the *Innovative Practice Awards and Employee Recognition Programs*. We hope you find this information useful and will consider applying for these prestigious awards this year.

- Decentralize the application processes by creating small committees of staff with a designated point person to guide the group.
- Utilize residents, Resident Council and Family Council to suggest programs and employees to nominate for these programs.
- Use processes already established, such as Employee of the Month Programs, to generate nominations for the Employee Recognition program.
- Develop a timeline and checklist for processing and submitting applications (see example below.)
- Refer to Member Mailings for synopsis of prior year's Innovative Practice Program winning applicants.

	Innovative Practice Program	Employee Recognition Program
6 weeks prior in submission date	Select committee and set date for first meeting within one week. Select designated point person to develop agenda for meeting.	Select committee and set date for first meeting within one week. Select designated point person to develop agenda for meeting.
5 weeks prior to submission date	Conduct first meeting. Agenda topics should include review of application form, decision on method committee will use to generate ideas for nominations. Assigning committee member responsibility for gathering specific application materials.	Conduct first meeting. Agenda topics should include review of application form, decision on method committee will use to generate ideas for nominations. Assigning committee member responsibility for gathering specific application materials.
4 weeks prior to submission date	Select innovative program to be nominated. Begin writing first draft (max 2 pages.) Begin gathering historic data as requested on application.	Select employee(s) to be nominated. Request recommendation letters from Administrator, Supervisors, nominee etc (give deadline to submit to committee).
2 weeks prior to submission date	Finalize draft of Innovative Practice program. Review and finalize data to be used in report.	Collect recommendation letters, send reminders if necessary. Complete application form.
At least 1 week prior to deadline	Finalize application and all documentation. Review for completeness. Mail packet to NYSHFA. Keep copy for facility.	Finalize application and all documentation. Review for completeness. Mail packet to NYSHFA. Keep copy for facility.
Suggestions: At least one day before deadline, contact NYSHFA to insure application has been received	See Brochure for deadline.	See Brochure for deadline.