

Colorado Health Care Association
2009 Spotlight On Excellence Awards



AWARD NOMINATION FORMS FOR:

Social Services
Dietary
Health Information
Environmental
Activities

Nurses
Nursing Administration
Business Management
Partners In Quality
Administrator

DEADLINE FOR NOMINATIONS
JUNE 26, 2009

**Help CHCA help you give your fellow employees
the recognition they deserve!**

Sponsored by the Colorado Health Care Association, the 2009 "Spotlight on Excellence" awards process will recognize those employees whose extraordinary contributions improve the quality of our residents' lives.



General Information

Introduction

Colorado Health Care Association's "Spotlight on Excellence" awards process is a time honored event through which we get to help you recognize and honor outstanding long term caregivers. These CHCA recognition awards are given to individuals working in CHCA member facilities who have gone above and beyond the call of duty, continually striving to provide quality care and quality of life for their residents. The recognition shown to deserving staff members will help you build the teams that will shape the future of our profession.

Nominees will be honored at our "Spotlight on Excellence" awards banquet, the closing event of the CHCA 2008 annual convention. This is a very special evening in which providers, vendors, community leaders and others join together to recognize excellence in our profession. Be a part of this event; nominate your deserving staff members for recognition.

Benefits of Participating

- Recognizing deserving staff helps you build the teams that will lead your facility in 2009 and beyond.
- Public recognition-all winners and runners up will be furnished a media packet to aid you in publicly recognizing their efforts and your facility.
- Showing support for your staff will help you in your retention and recruitment efforts.
- Enhances employee self-esteem, helping you build a culture of teamwork and cooperation.
- Your facility receives recognition for excellence from their peers in the long term care profession.

Nomination Categories

- | | |
|---|---|
| ■ Activities | ■ Administrators |
| ■ Social Services | ■ Nurses (RNs, LPNs) |
| ■ Partners In Quality (volunteers, etc) | ■ DietaryStaff
(RD's, Aides, cooks, dishwashers) |
| ■ Nursing Administration
(SDC's, DON's, ADON's, GNP's) | ■ Health Information Management
(including ART's, RRA's, MRS's) |
| ■ Business Management
(Marketing, Admissions, Administrative) | |
| ■ Environmental
(Housekeeping, Maintenance & Laundry) | |

***CERTIFIED NURSE AIDE NOMINATIONS ARE NOT PART OF THIS PROCESS.
THE CNA NOMINATION PROCESS HAS SEPARATE NOMINATION FORMS AND DUE DATE***

Guidelines For Nominations

WHO CAN NOMINATE?

Employees, residents, family members, physicians, advocates, and others involved in long term care.

WHO CAN BE NOMINATED?

A person who has worked in the nominating facility or organization for at least two years prior to the date of the nomination and in health care for at least five years prior to the date of nomination.

WHAT SHOULD BE INCLUDED IN EACH NOMINATION?

Each nomination should include a nomination form, three nomination letters and at least one picture of the applicant. Each letter should be no more than two typed pages. All nominations **must** be typed! Patient letters may be **legibly** handwritten.

WHERE SHOULD THE NOMINEE'S NAME APPEAR? Only on the nomination cover form!

Any nomination letter that includes a nominee's name will disqualify that nominee from consideration.

HOW WILL WINNERS BE RECOGNIZED?

The winner and two runners up from each category will be honored at the 2009 Spotlight on Excellence awards banquet, to be held in September, 2009. All finalists are presented with a plaque or certificate.

Entry Preparation

YOUR ENTRY MUST CONSIST OF THESE ITEMS:

- Nomination Form. Please make a clean copy of the form for each individual you nominate.
- Three nomination letters for each person nominated. Be sure not to disqualify your nominee by mentioning the person's name or the facility in any of the nomination letters. Each letter must be typed and no longer than two pages in length. Please use the attached form.
- At the awards banquet, CHCA presents a slide show of nominees interacting with residents. **YOU MUST INCLUDE A HIGH QUALITY COLOR PHOTO OF YOUR NOMINEE AT TIME OF SUBMISSION!**

EACH LETTER SHOULD INCLUDE:

- Accomplishments in the nursing home that have contributed to the operations of your facility;
- What distinguishes this person above others in enhancing the quality of life for the residents of the facility;
- How this employee exceeds their day to day job responsibilities; and
- Other information you would like to present about this employee (e.g. community service work, volunteer work, length of service in long-term care, etc.)

Each nominee will be judged based on how they excel in the above criteria, as expressed through the nomination letters. Be sure to include at least the first three criteria in order to provide the judges with adequate information from which to make their choices.

BE SURE NOT TO DISQUALIFY YOUR NOMINEE!!! FOLLOW INSTRUCTIONS.

What Happens To Your Entry?

Entries are screened by one CHCA staff person to verify eligibility. Entries are then separated by discipline (maintaining confidentiality). Nomination packets are then mailed to each judge, without names of facilities or nominees. The judges then determine their top three choices, in order. The winner is determined mathematically based on a point system with the number of points determined by the ranking given by the judges.

Entry Deadline: June 26, 2009

Each nomination must be received by CHCA no later than 5:00 p.m., June 26, 2009, to be considered. In fairness to all nominees who meet the deadline, CHCA will not be extending this deadline. **JUNE 13th is the final deadline!** (Nominations received after this deadline will be disqualified.)

Three finalists from each category will be chosen. All finalists will be notified as soon as judging is complete. The winners will be announced at the awards banquet in September, 2009.

Colorado Health Care Association

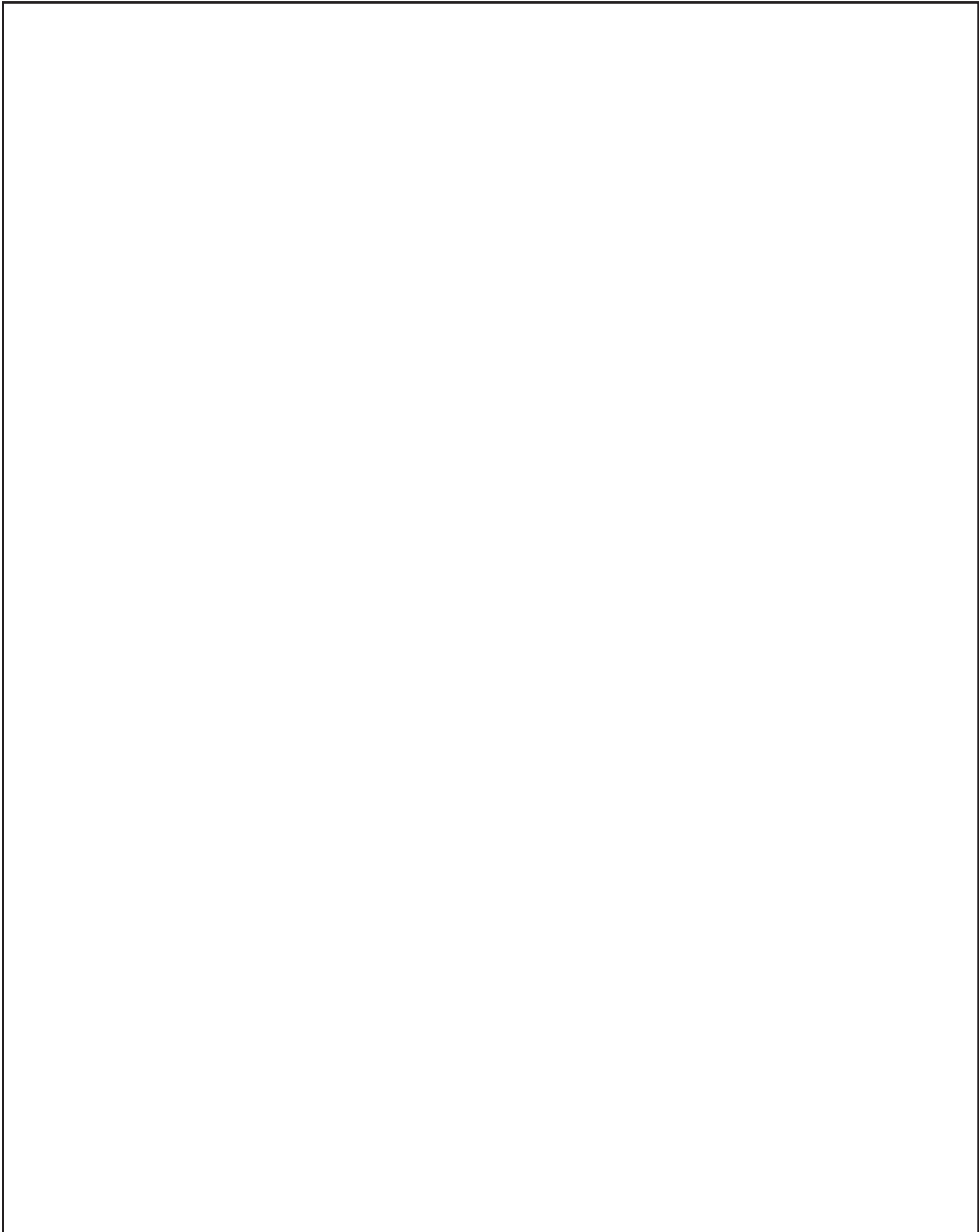
2009 CHCA Awards Nomination Letter

For CHCA Use Only:

Judging Code _____

PLEASE TYPE YOUR LETTER OF NOMINATION ON THIS FORM. DO NOT EXCEED TWO PAGES. ALL NOMINATION LETTERS EXCEEDING TWO PAGES WILL BE DISQUALIFIED. **REMEMBER NOT TO MENTION THE NOMINEE BY NAME.** YOU MAY TYPE DIRECTLY ON THIS FORM IN ADOBE READER, THEN PRINT OUT COMPLETED FORMS.

For CHCA Use Only:
Judging Code _____



2009

Spotlight On Excellence CHCA Awards Nomination Form

- Please complete this form and attach it to each nomination.
- One nomination form should accompany each nomination letter.
- Please make sure all supporting materials, including photo, are included (complete the checklist below).
- **Incomplete nominations will result in the applicant being disqualified.**

Please check appropriate nomination category (one only):

Activities Social Services Nurses Dietary Nursing Administration
 Health Information Environmental Business Management Administrator
 Partners in Quality

Nominee: _____

Job Title: _____

Facility: _____

Contact (person submitting the nomination): _____

Facility Mailing Address: _____

Phone Number: _____ Email: _____

Nomination Checklist

Is your nomination complete? Have you included:

- **This nomination form** (typed or clearly printed)
- **No more than Three (3) typed nomination letters on supplied form** (two pages only)
- **A high quality color photo of the nominee MUST be included with this nomination form.**
- **No faxed or emailed nominations.** All nominations must be mailed to Colorado Health Care Association, 225 E. 16th Avenue, Suite 1100, Denver, CO 80203 Call (303)861-8228 for information.

Nominee Profile

Nominee's Job Title: _____

of years in current position: _____

of years with the facility: _____

of years in the long term care industry: _____

For CHCA Use Only:
Judging Code _____

2008

Spotlight On Excellence
CHCA Award Winners

The Colorado Health Care Association would like to congratulate our 2008 Spotlight on Excellence Award winners:

Administrator

Maxine Roby, Administrator
Rowan Community

Business Management

Ginny Venema
Larchwood Inns

Certified Nurse Aide

Melvin Jennings, CNA
Christopher House, District I

Dietary

Anthony Adel
Aurora Care Center

Environmental

Teresa Gingles
Holly Nursing Care Center

Activities

Carol McKelvey
Four Corners Health Care Center

Health Information Management

Paula Connell
Loveland Good Samaritan Village

Nurse

Sharon Logee
Vista Grande Inn

Nursing Administrator

Elisa Locke
Harmony Pointe Care Center

Partner in Quality

Linda Beaman
Holly Nursing Care Center

Social Services

Cheryl Roup
Holly Nursing Care Center