



**2018**  
**Employee Recognition**  
*Awards Program*

**NYSHFA**  
New York State Health Facilities Association

## 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.)

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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 Wednesday, January 31, 2018 to:

Lisa Volk, 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.
- 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 January 31, 2018**.

- 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.
  - One recommendation must be from the administrator.
  - The letters of recommendation should demonstrate how the employee meets the criteria as stated above.
  - **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.

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 Conference in June and will receive a trophy 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, 2018**

**National Skilled Nursing Care Week, May 13-19, 2018**

**National Nursing Assistants' Week, June, 10-17, 2018**

Questions? Please feel free to contact:

**Lisa Volk** at NYSHFA | (518) 462-4800 ext.15 or [lvolk@nyshfa.org](mailto:lvolk@nyshfa.org)  
33 Elk Street, Suite 300 | Albany, New York 12207

**Submit your nominations by January 31, 2018**