2014
Awards of Excellence

Call for Nominations
2014 Awards of Excellence

The Tennessee Hospital Association (THA) has issued a call for nominations for its 2014 Awards of Excellence. Each year, the association conducts an awards program to honor individuals and organizations that have significantly contributed to the association or one of its institutional members. Six types of awards will be presented this year:

- Distinguished Service
- Meritorious Service
- Nurse of Distinction
- Patient Safety Leadership
- Diversity Champion
- Healthcare Hero

Presentations generally are made during the annual membership meeting, scheduled for November 5-7, 2014, at Gaylord Opryland Resort and Convention Center, Nashville. When there are a number of excellent nominees, awards also may be presented during the association’s summer conference or at other meetings.

Call for Nominations

The deadline for all nominations to be received is May 1, 2014. All nominations must be received on or before that date to be considered. Please follow nomination guidelines in each category.

Please submit all nominations to:
THA Awards Committee
Tennessee Hospital Association
Communications & Marketing Department
5201 Virginia Way
Brentwood, TN 37027
615-256-8240 • 800-258-9541

It is the responsibility of the hospital/health system to make all arrangements associated with ensuring the presence of the nominee at the awards presentation. The hospital/health system that nominated the award recipient is responsible for purchasing special event tickets for the award recipient, his/her family members and other guests; travel arrangements; and hotel accommodations. THA does not pay for any of these expenses for award recipients.

Nomination Requirements & Guidelines

- Please read the criteria for each award. Documentation supporting nominations becomes the property of THA and will not be returned. All nomination materials must be organized in a standard size binder or notebook to facilitate evaluation by the judging panel. Each nomination should be submitted in a separate notebook.
- Hospitals and health systems may submit up to five nominations for the entire awards program.
- Nomination notebooks should be completed before they are submitted. Do not send individual letters or other information to THA. Incomplete nominations may be deemed invalid. One photocopy of all the nomination information also should be submitted with the notebook.
- All nominations must be submitted with the signature of the nominator – do not send it without a signature. If a CEO is nominating an individual for an award, he/she must sign the nomination form for it to be valid.
- Do not submit photographs or other materials that need to be returned. THA reserves the right to move nominations into more appropriate categories. The awards committee reserves the right not to present an award in a category if no appropriate nominations are submitted.
- Only individuals submitting winning nominations will be notified in advance of the annual membership meeting.
Distinguished Service Award

This award is the highest award presented by the association. It recognizes leadership and service by an individual member to THA during his/her entire career, not for a single act or contribution. It also recognizes achievements and contributions to the healthcare industry. Nominees must be employed as a chief executive officer by an institutional member of the association for a minimum of eight years, which must be documented in the nomination. Include activities and achievements at the nominee’s place of employment, professional organizations, community organizations and service to the association (participation on THA committees, councils, etc.).

Submit by mail:

- A detailed narrative (2-5 pages) citing contributions, achievements, honors, etc., to THA, his/her institution and health care in Tennessee.
- A current curriculum vitae or narrative biography of the nominee.
- Five (5) letters in support of the nomination, two of which must be from individuals not employed by or directly associated with the nominee’s employer. One letter must be from the institution’s board chairman.
- A photograph of the nominee suitable for reproduction.

Healthcare Hero Award

This award recognizes an individual for an exceptional heroic event(s) that goes above and beyond normal duties while working at a THA member hospital, health system or home health agency. Individuals eligible to be nominated for this award include board members, physicians, volunteers and any full-time employee that works at a THA member hospital, health system, or home health agency.

Submit by mail:

- A detailed narrative (2-5 pages) describing why the nominee deserves recognition, including why he/she should be considered a healthcare hero; and description and details about his/her heroic experience(s). Individuals should be nominated for an exceptional heroic event(s) that goes above and beyond their normal duties. Years and hours of service should not be the reason a person is nominated in this category.
- A current curriculum vitae or narrative biography of the nominee.
- At least three (3), but not more than five (5), letters supporting the nomination. One letter must be from the institution’s chief executive officer.
- A photograph of the nominee suitable for reproduction.
Meritorious Service Awards

These awards recognize leadership and service by individuals in support of THA member hospitals, health systems and home health agencies. The award is presented in six categories: chief executive officer, senior executive, department head, board member, medical staff and volunteer.

Nominees must be employed by a THA member hospital, health system or home health agency for a minimum of five years. These awards recognize individual contributions to the work of member institutions of THA, the association itself, or service to personal membership organizations allied or affiliated with the association.

A. Chief Executive Officer
Nominees must be employed as the chief executive officer (administrator, president, executive director, etc.) by a THA member institution for a minimum of six years (does not need to be at the same institution). One of the letters supporting the nomination should be from the chairman of the board of the member institution.

B. Senior Executive
Nominees must be employed as a senior executive (chief operating officer, assistant or associate administrator, vice president, etc.) by a THA member institution for a minimum of four years (does not need to be at the same institution). One of the letters supporting the nomination should be from the institution’s chief executive officer.

C. Department Head
Nominees must be employed as a department head by a THA member institution for a minimum of four years (does not need to be at the same institution). One of the letters supporting the nomination should be from the institution’s chief executive officer.

D. Board Member
Nominees must be active (or recently retired) members of the board of directors or associate/advisory board of a THA member institution. They must have served as hospital or health system trustees for a minimum of four years. One of the letters supporting the nomination should be from the institution’s chief executive officer, one from a board member colleague, and one from an officer or member of the medical staff.

E. Medical Staff
Nominees must be members of the medical staff of a THA member institution for a minimum of four years. At least one of the letters supporting the nomination should be from the institution’s chief executive officer.

F. Volunteer
Nominees must be individuals who currently are serving in a voluntary capacity with an organization associated with a THA member institution. One of the letters supporting the nomination should be from the institution’s chief executive officer and one from the person who manages or supervises volunteer activities for the member institution, e.g. director of volunteers.

For all Meritorious Service Award categories, submit by mail:
- A detailed narrative (2-5 pages) describing why this individual deserves recognition, including contributions to the healthcare industry, employer, association, professional organizations and community.
- A current curriculum vitae or narrative biography of the nominee.
- At least three (3), but not more than five (5), letters supporting the nomination.
- A photograph suitable for reproduction.
Nurse of Distinction Awards--Executive & Clinical

These awards, in the categories of executive and clinical nursing, recognize outstanding contributions to nursing by registered nurses employed at a THA member hospital, health system or home health agency. Suggested areas of achievement to be recognized include: outstanding care, cost reduction initiatives, quality initiatives, innovative retention and recruitment proposals, and leadership initiatives.

Nominees must be employed by a THA member institution for a minimum of four years (does not need to be at the same institution). One of the letters supporting the nomination should be from the institution’s chief executive officer.

Submit by mail:
- A detailed narrative (2-5 pages) describing why the individual deserves recognition, including contributions to the healthcare industry, employer, association, professional organization and community.
- A current curriculum vitae or narrative biography of the nominee.
- At least three (3), but not more than five (5), letters supporting the nomination. One letter must be from the institution’s chief executive officer.
- A photograph suitable for reproduction.

Patient Safety Leadership Award

This award recognizes an individual who has taken extraordinary and innovative steps to make patient safety and quality a top priority in their organization. It honors superior efforts in preventing adverse health events and measures improvement through the hospital’s participation in the Tennessee Center for Patient Safety collaboratives.

Nominees must be employed by a THA member institution for a minimum of four years (does not need to be at the same institution). One of the letters supporting the nomination should be from the institution’s chief executive officer.

Submit by mail:
- A detailed narrative (2-5 pages) describing why this individual deserves recognition, including his or her patient safety and quality activities in the Tennessee Center for Patient Safety, contributions to the healthcare industry, employer, association, professional organizations and community.
- A current curriculum vitae or narrative biography of the nominee.
- At least three (3), but not more than five (5), letters supporting the nomination.
- A photograph suitable for reproduction.

Diversity Champion

This award recognizes a leader who has made outstanding contributions in fostering leadership, workplace diversity and inclusion, and demonstrated his or her commitment to a diverse workforce. This individual also places an emphasis on culturally competent care and involvement in the diverse communities served by the organization.

Nominees must be employed by a THA member institution for a minimum of four years (does not need to be at the same institution). One of the letters supporting the nomination should be from the institution’s chief executive officer.

Submit by mail:
- A detailed narrative (2-5 pages) describing why this individual deserves special recognition, with an emphasis on his or her leadership in diversity activities at a THA member hospital or health system. Include information on efforts to encourage diversity in health care, attract and retain employees from diverse backgrounds, and create new diversity initiatives.
- A current curriculum vitae or narrative biography of the nominee.
- At least three (3), but not more than five (5), letters supporting the nomination.
- A photograph suitable for reproduction.
This form must be completely filled out, including the nominator’s signature, and submitted with the nomination book.

Please Check Award Category:

- [ ] Distinguished Service Award
- [ ] Meritorious Service Award
  - [ ] Chief Executive Officer
  - [ ] Senior Executive
  - [ ] Department Head
  - [ ] Board Member
  - [ ] Medical Staff
  - [ ] Volunteer
- [ ] Healthcare Hero Award
- [ ] Nurse of Distinction Award
  - [ ] Executive
  - [ ] Clinical
- [ ] Patient Safety Leadership Award
- [ ] Diversity Champion

Name of Nominee: _______________________________________________________________________________
Title: _______________________________________________________________________________________
Employer: _______________________________________________________________________________________
Employer Mailing Address: ________________________________________________________________
City: ________________________ ST: ________ Zip: _____________ Phone: (______)______________

Name of person submitting nomination (must be a full-time employee of the hospital or health system):
_______________________________________________________________________________________________
Title: _______________________________________________________________________________________
Employer: _______________________________________________________________________________________
Employer Mailing Address: ________________________________________________________________
City: ________________________ ST: ________ Zip: _____________ Phone: (______)______________
Email Address: ________________________________________________________________________________

In 2-3 sentences, describe the reason for this person’s nomination (do not just state “see attached”).
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Signature of Nominator (required):
______________________________________________________________________________ Date: __________

Please submit details supporting nomination as requested in the guidelines. Your signature indicates you have reviewed criteria for the nomination, reviewed the nomination for compliance with the guidelines and certify completeness of the nomination. Incomplete nominations will be disqualified. The judging panel reserves the right to move any nomination to another category.