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## Kansas Center for Assisted Living 2010 Award Packet

The Kansas Center for Assisted Living Annual Awards Program recognizes outstanding employees working in a KCAL Member facility. These individuals promote independence, quality of life and quality of care for Kansas elders. Nominees must be currently employed in a KCAL member facility and employed there for one year prior to the nomination of the award.

To nominate an individual submit the following:

- Completed nomination form
- At least one letter of recommendation regarding the nominee from a facility resident, family member or the resident counsel (250 words or less)

The winners and all honorable mentions will be recognized at KHCA/KCAL's Annual Awards Program on October 21<sup>st</sup>, in Wichita at the KHCA/KCAL 60th Annual Convention and Trade Show. Winners will receive a trophy and a certificate. Honorable mentions will receive a certificate. All we have an opportunity at the end of the ceremony for a photo.

**Please note: To submit a nomination, you must be with a member facility that is current on dues and you must agree to register for the convention and trade show. Only one nomination per category per facility is allowed. Previous award winners are not eligible.**

Deadline for submitting all nominations is: August 2, 2010

Please mail nominations to:

KHCA/KCAL  
117 SW 6<sup>th</sup> Ave., Ste 200,  
Topeka KS 66603.

Be sure to include any photos. Indicate if you would like them returned. If your nomination does not include photos, you may fax them to 785-267-0833 or email them to [khca@khca.org](mailto:khca@khca.org).

Questions?? Call Linda at the KHCA office, 785-267-6003.

## **Awards will be given in three categories:**

Assisted Living Operator of the Year  
Assisted Living Worker of the Year  
Assisted Living Nurse of the Year

## **Nominating Criteria**

The goal is to select individuals who are compassionate and caring in dealing with the residents, their families, and staff. These individuals should show dedication and enthusiasm, as well as innovation in the delivery of services in the long term care setting.

Below are questions to ask about the individual being selected. Just tell us their story.

### **KCAL Operator of the Year:**

- What training has the nominee completed related to aging or assisted living?
- Are they active and enthusiastic leader during resident programs?
- Describe their working relationship with staff, residents and family members.
- List specific ways the nominee assists in managing the AL/RHC that exceeds the normal day to day responsibilities.
- What personal qualities make the nominee a success?
- How long have they been in long term care? How long at your facility?

### **KCAL Worker of the Year:**

- What types of training has the nominee completed relating to aging and/or the AL/RHC setting?
- Is he/she an active participant during the resident programs?
- Describe their attendance, and efforts to fulfill job requirements as established by the facility? Do they exceed those requirements?
- List the personal strengths that make he/she a success at work.

**KCAL Nurse of the Year:** Nurse must be a registered or licensed practical nurse who has worked in your facility for at least one year.

- Position:
- How many years in long term care?
- How many years at this facility?
- Why did this nurse choose long term care?
- What one word best describes this nurse?
- Briefly describe the contributions of this nurse above and beyond job requirements that enhanced the quality of life at your facility.

## **Selection Process**

The KHCA/KCAL Public Relations Committee will review the nominations and select the winners. The person submitting the winners will then be notified by phone if their nominee has been selected as a winner or is an honorable mention. A follow-up letter will be mailed at a later date with the details of the ceremony.

Please remember: Your facility must be a member of KHCA/KCAL with dues current, registering for the convention and trade show to "submit" a nomination. If you have any questions, please call the KHCA office, 785-267-6003.



