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# Kansas Health Care Association 2010 Award Packet

The Kansas Health Care Association's Annual Awards Program recognizes outstanding employees and an outstanding volunteer working in KHCA/KCAL Member facilities. These individuals promote independence, an enhanced quality of life and quality of care for Kansas elders. Nominees must be currently employed at a KHCA/KCAL member facility and employed there 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)
- Nurse Aide (CNA or CMA) nominations must include recommendation from the DON  
This winner will receive a cash prize through the Ron and Wanda Nitcher Scholarship Fund.

The winners and all honorable mentions will be recognized during the annual awards program on October 21<sup>st</sup> in Wichita, at KHCA/KCAL's 60th Annual Convention and Trade Show. Each will receive a certificate and have an opportunity to be photographed with presenters.

**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 you are submitting. Indicate if you would like them returned. If your nomination does not include photos, you may fax the form 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.

Award categories and a suggested staff person completing each nomination are as follows:

- Administrator of the Year – Facility staff or corporate office
- Activity Director of the Year – ADM or DON
- Food Service Employee of the Year - ADM
- Nurse Aide of the Year (CNA or CMA) – ADM or DON (must include recommendation from the DON)
- Environmental Service Worker of the Year - ADM
- Social Worker/SSD of the Year – ADM or DON
- Volunteer of the Year – Activity Director
- DON/ADON of the Year – ADM or corporate office
- Charge Nurse/MDS Nurse – DON or Facility Staff

## **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 individuals being selected. Just tell us their story.

KHCA Administrator of the Year:

- Is the nominee an active and eager leader during resident programs?
- Do they possess a good working relationship with staff, residents and families?
- How does he/she promote resident centered care?
- What ways do they go above and beyond the call of duty to enhance the facility environment to the benefit of the residents and the staff?

KHCA Activity Director:

- What seminars/workshops has the nominee attended in the last year?
- Are they active in any civic organizations in the community?
- What special projects has he/she coordinated in the facility?
- List a few activities the nominee has successfully initiated for your residents.
- What personal assets or qualities does he/she have that makes them a success?
- How long have they been in long term care? How long at your facility?

KHCA Food Service Employee of the Year:

- Are they accommodating to resident meal preferences?
- Do they display knowledge of residents' restrictions and encourage them to adhere to the appropriate diet?
- Do they make meal time enjoyable?
- Do they go above and beyond the daily job requirements to enhance the dining experience for the residents?
- How long have they been in long term care? How long at your facility?

KHCA Nurse Aide of the Year:

- What training has the nominee completed relating to aging or long term care?
- Is the nominee an active and eager participant during in-service programs?
- Does he/she have a good attendance record? Are they punctual?

- Do they strive to fulfill the job responsibilities and exceed the expectations?
- What personal qualities does the person possess that makes them a success?
- Highlight any attributes that demonstrate your nominee is aware of culture change practices.
- How long have they been in long term care? How long at your facility?

#### KHCA Environmental Service Worker of the Year:

- Describe how the nominee contributes to the appearance and safety of the resident's facility.
- How do they enhance the resident's quality of life?
- What would you contribute to their success?
- How long have they been in long term care? How long at your facility?

#### KHCA Social Worker/SSD of the Year:

- Describe how the nominee uses good listening and problem solving skills to focus on the resident's strengths, coping mechanisms and then support the resident.
- How does the nominee promote and enhance the dignity of the residents?
- How does the nominee use knowledge of the aging process – physically, emotionally, socially, and spiritually to encourage a holistic approach in treating the residents?
- Describe the personal characteristics of the nominee, (i.e. caring, warm, honest etc).
- How long have they been in long term care? How long at your facility?

#### KHCA Volunteer of the Year--Individual: Adult must be at least 20 years of age, Young adult, 19 or younger or group:

- How often does the nominee(s) serve at the facility?
- What kind of volunteer sessions do they participate in (crafts, religious, group, educational, movie time or refreshments, etc)?
- Do they provide personal services (grooming, shopping or reading, transportation) for the residents?
- Do they bring any of their talents to residents (playing an instrument, singing etc)?
- How long have they been volunteering in long term care? How long at your facility?

#### KHCA DON/ADON of the Year Nominee and the KHCA Charge Nurse/MDS 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.
- Describe the contributions of this nurse that make this nurse a leader and an example of professionalism in nursing that others follow.

#### Selection Process

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



