

Case Coordination

Employee Recognition Plan

Who to Recognize

- It was determined that there will be one individual receiving this award per quarter.
- After winner is announced; all names will go back into the general pool and all individuals will become eligible again.
- Individuals will be able to win multiple times.

How to Recognize

- Winners will be determined by secret ballot vote among co-workers within the department as well as patient satisfaction surveys (comment section will be included in the patient survey).
- Ballot box will be kept in Michelle's (receptionist) office.
- Target deadline is June 1, 2006.
- In the event of a tie or the members are unable to decide a winner, there will be a secret vote by ballot among the committee. If there is still no winner determined, Michelle or Tomye will be the deciding factors.

What is valued as recognition

- Gifts will include:
 - Balloon for the winner
 - Name engraved on the award plaque
 - Light reception honoring the winner
 - Printed certificate recognizing our winners

When should recognition be given

- Nominations and voting will begin during the last two weeks of the month. Committee meetings will then become mandatory.
- Winners will be allowed to be incorporated on the panel to assist in the selection process for the next honoree.
- Suggestions for hospital recognition included:
 - Wall of fame on the 7th floor
 - Ad in the hospital newspaper honoring winners
- Rhonda/Nadir/Julie will create and mini survey to be distributed among the department.