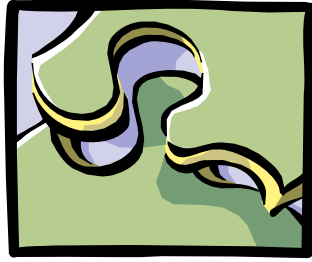
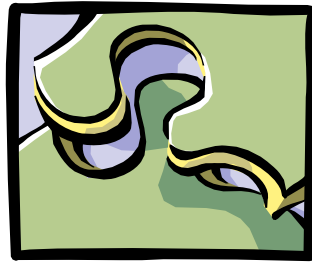


NOMINATION FOR
EMPLOYEE OF THE MONTH
“U ARE THE ESSENTIAL LINK”
Patient Coordination



1. Any Employee of Patient Coordination; Hospital Operators or Appointment Center staff may be nominated. The Employee Recognition Program will run from July to July each year.
2. Any Patient Coordination staff personnel may initiate the nomination process by filling out the nomination form and then placing nomination form in the office manager's area in nomination file box. Nomination forms will be located in the Office Manager's area.
3. Upon nomination, the employees' Manager/Direct Supervisor must sign and complete the Manager Screening Tool. All persons nominated for recognition may not, in fact, be eligible. Keeping the process confidential will help to avoid hurting someone, and bring credibility to the nomination process. Any staff member on a written disciplinary action will not be eligible for nomination.
4. Any peer from the nominee's department must submit written supportive statements explaining why the nominee is deserving of the award. Specific recognition should be noted, examples:
 - Attendance
 - Performance above and beyond
 - Patient satisfaction
 - Customer Service
5. The Recognition Review team will meet monthly to determine the winner. Initially the review team will consist of three employees from Patient Coordination, then one review member being replaced with the nomination winner. The review team will consist of three employees at all times in determining a winner. In case of a tie, department Director will make final decision.
6. Winners will be recognized each month and receive a certificate acknowledging Employee of the Month. Winner will also receive a meal ticket and an essential link key chain. All monthly winners will have their names displayed for that particular month on a plaque displayed within the department. Quarterly, the entire department will participate in a potluck in honor of the winners.

NOMINATION FOR
EMPLOYEE OF THE MONTH
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7. On an annual basis, all previous monthly winners will be in the running for Employee of the Year. The review team, along with the department Director, will make the final decision for the Employee of the Year winner. Employee of the Year will receive their name on a plaque and an individual Employee of the Year trophy.

MANAGER SCREENING TOOL

Nominee: _____ **Dept/Area:** _____ **Date:** _____

Nominated by: _____ **Number of Nominations to date:** _____

DESCRIPTOR	ALWAYS	OFTEN	NEVER	COMMENTS
Adheres to department dress code and maintains a neat appearance				
Demonstrates reliability and dependability				
Demonstrates good ambassadorship for UAMS				
Exhibits the 3 C's: Care, Commitment, and Contribution				
Exceeds expectations and is willing to go the extra mile				
Accepts change				
Identifies problems and quality issues				
Communicates constructively and informatively				
Uses constructive feedback to improve performance				
Applies effective communication skills (verbal and nonverbal) in all interactions with patients, peers, other departments and the public				
Demonstrates willingness to share knowledge with coworkers				
Supports others in the performance of duties				
Demonstrates ability to assist with orienting new personnel				
Displays qualities of a team player				

Has nominee been placed on verbal or written warning within the past year? Yes _____ No _____

Is yes, please explain:

Name of Manager/Supervisor: _____ Phone: _____

