

Healthcare Division Service Award Criteria

Purpose

The Healthcare Division Service Award recognizes significant and lasting contributions to division leadership, ongoing committee activities, and/or special projects. This honor reflects the Healthcare Division's purpose, "Making healthcare better" by recognizing individuals who invest substantial time and effort to further the division's mission and goals.

Area of Achievement

Recipients of the Healthcare Division Service Award will have led or been deeply involved in serving as a division leader and/or participating in its committee activities or special projects.

Eligibility Requirements/Restrictions

The following requirements and/or restrictions apply to recipients of the Healthcare Division Service Award:

- Recipients are required to be members of ASQ and the Healthcare Division.
- Recipients may have worked at any level or held any job title within the division at the time the contributions used to substantiate their nomination occurred.
- Recipients may be recognized only one time regardless of new or continuing contributions.
- Current Healthcare Division officers are not eligible to receive this recognition.
- If no qualified candidate is nominated in an annual cycle of the award process, the Healthcare Division Service Award will not be given.

Timing

Nominations for the Healthcare Division Service Award must be received on or before February 15 of the year recognition will be made.

The Healthcare Division Service Award will be presented annually at the Healthcare Division member event conducted during the ASQ World Conference on Quality and Improvement. If the recipient is unable to attend this event, the award will be sent to him/her.

Nomination Process

- Nominations for the Healthcare Division Service Award will be accepted from division and non-division members. Self-nominations will not be accepted.
- Instructions for submitting nominations will be posted in a non-restricted area of the Healthcare Division website.
- Nominations will be submitted by e-mail to the Healthcare Division Service Award Team Chair between January 1 and February 15.
 - Submissions for this award should be sent to Ellen Martin at ellenemartin@gmail.com.
 - Nominations received outside of the designated period will be returned to the submitter by the Healthcare Division Service Award Team with an explanation of why they were not included in that year's evaluation process.
- A standardized nomination form is available at https://asq.co1.qualtrics.com/jfe/form/SV_2gbMzNvdiJZrhkN.
 - Inclusion of this form is required before the Healthcare Division Service Award Team evaluates the nominee.
 - If submissions are received between January 1 and February 1 and do not have the standardized nomination form, the Healthcare Division Service Award Team will notify the submitter by e-mail that the nomination information needs to be resubmitted with the standardized nomination form included.
 - If submissions are received after February 1 and do not have the standardized nomination form, the Healthcare Division Service Award Team will return them to the submitter with an explanation of why they were not included in that year's evaluation process.
- The following information/documentation will be required to support the nomination and will constitute the basis for the evaluation elements:
 - *Areas of Service*—Identification of the areas of service that best represent the nominee's contributions
 - *Nominee Accomplishment*—A description (50 words or less) that describes the nominee's accomplishments in these areas of service and that can be used on the commemorative certificate and in announcements of the award
 - *Resume*—A detailed resume or curriculum vitae (not a biography)
 - *Service Record*—A list of major leadership roles, committee activities, and special projects that are related to the identified areas of achievement

- *Publications/Courses/Presentations Record*—A list of major publications, courses developed and/or taught, and presentations that are related to the identified area of achievement and that represent work accomplished within in the past 10 years (contributions to the Healthcare Division Body of Knowledge should be highlighted specifically)
- *Endorsements*—At least three brief letters of endorsement from people directly familiar with the nominee's accomplishments in the areas of service (these should be written on letterhead stationary and should include the endorser's complete name, organization, title, telephone number, and e-mail address)

Selection Process

- The Healthcare Division Service Award Team will review the nomination submissions and use a standardized scoring process to evaluate each nominee.
- Only information specifically included in the nomination submission will be considered during the scoring process. Personal knowledge or other resources will not be used to supplement the nomination submission.
- The Healthcare Division Service Award Team Chair will notify the Division Management Committee on the results of the evaluation process.

Award and Recognition Process

- The recipient of the Healthcare Division Service Award will receive a specially designed, engraved memento and a certificate that briefly describes the recipient's accomplishments, as reported in the nomination submission.
- The recipient of the Healthcare Division Service Award may be asked to make a short presentation at the member event based on the agenda, time constraints, and discretion of the Healthcare Division Chair.
- Complimentary registration for the World Conference on Quality and Improvement on the day of the division member event also will be provided along with travel reimbursement for two days.
- Information on the recipient, including his/her achievements in the identified area and brief biographical information, will be posted on the division website by June 15 by the Healthcare Division Service Award Team Chair.