

# Do Great Things!

## 20th Annual Employee of the Year Luncheon

**April 27, 2016**

February 22, 2016

Dear DFWHC Member,

Please allow us a moment of your time to talk about the DFWHC Foundation's 20th Annual Employee of the Year Luncheon. Scheduled for April 27, 2016 at the Irving Convention Center, the event recognizes outstanding hospital employees from North Texas. This event also has the distinction of recognizing exceptional Physician, Volunteer, System Corporate and Preceptor employees, in addition to the Rex McRae Scholarship recipient.

Each year we make a request for nominees from member hospitals, and each year some of the most amazing nominees are submitted. This year will follow the same tradition as deserving nominees will be introduced and celebrated. Please take time to ensure one non-management staff member, physician, volunteer, corporate, preceptor employee and Rex McRae recipient from your hospital is nominated.

Included with this letter are nomination and sponsorship packets. We hope each hospital can participate. This luncheon is designed to be a memorable honor for these nominees and we hope the recognition makes a direct, positive impact on the morale of the hospital workforce.

Nominees are separated into four categories including hospitals between 0-99 beds, hospitals between 100-250 beds, hospitals between 251-499 beds and hospitals with more than 500 beds. Two recipients are selected from each category and receive cash awards. Criteria are included in your packet. **Deadline for nominations is Thursday, March 31, 2016.**

Winners will be announced at the event. We encourage each of you to bring your nominees to honor their achievements. Do not hesitate to give us a call should you have questions or concerns. We look forward to seeing you April 27.

Sincerely,



**Kristin Jenkins, JD, FACHE**

President  
DFWHC Foundation  
Senior Vice President  
Dallas-Fort Worth Hospital Council



**W. Stephen Love**

President and Chief Executive Officer  
Dallas-Fort Worth Hospital Council  
Member, Board of Trustees  
DFWHC Foundation

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## 20th Annual Employee of the Year Luncheon

Honoring the best hospital  
employees of North Texas

**April 27, 2016**

Reception 11:00 a.m.

Luncheon 12:00-2:00 p.m.

Irving Convention Center

Guest Speaker:



### Derreck Kayongo

Visionary, Global Soap Project Founder,  
CEO of Center for Civil and Human Rights



**For information:**

[workforce@dfwhcfoundation.org](mailto:workforce@dfwhcfoundation.org)

Benefiting the DFWHC  
Foundation Workforce Center



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**20th Annual  
Employee of the  
Year Luncheon  
April 27, 2016**

## **EMPLOYEE NOMINEE**

**Nominator Name:** \_\_\_\_\_

Title: \_\_\_\_\_ Hospital: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Nominee:** \_\_\_\_\_

Title: \_\_\_\_\_

Hospital: \_\_\_\_\_ Hospital Bed Size: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

- Criteria:
- Employees below management level may be nominated
  - Achievement in multiple roles in work and personal life
  - Sets high standards and serves as an employee role model
  - Compassionate, sensitive and caring for patients and coworkers

Please attach one-page letter with information on your candidate. See attached sample letter for example. Only one nominee per hospital. Please do not put the letter on company letterhead as hospital name will be removed before judging. **Deadline for nominations is Thursday, March 31, 2016.** Faxed transmissions not accepted. Please mail or e-mail. After receiving form and letter, nominator will receive e-mail confirmation.

Please return these items: \_\_\_\_\_ Nominee Application      \_\_\_\_\_ Nominee Photograph  
\_\_\_\_\_ Letter of Recommendation      \_\_\_\_\_ Photo Release

Mail to:  
**DFWHC Foundation  
Attn: Danette Tidwell  
250 Decker Drive  
Irving, TX 75062**

E-mail to:  
**workforce@dfwhcfoundation.org**

For information contact:  
**Danette Tidwell or  
Sally Williams at 972-719-4900**



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## **HOSPITAL SYSTEM** **NOMINEE**

**Nominator Name:** \_\_\_\_\_

Title: \_\_\_\_\_ Hospital: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Nominee:** \_\_\_\_\_

Title: \_\_\_\_\_

Hospital: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

- Criteria:
- Hospital system employees below management level may be nominated
  - Achievement in multiple roles in system work and personal life
  - Sets high standards and serves as an employee role model
  - Compassionate, sensitive and caring for patients and coworkers

Please attach one-page letter with information on your candidate. See attached sample letter for example. Only one nominee per hospital system. Please do not put the letter on company letterhead as hospital name will be removed before judging. **Deadline for nominations is Thursday, March 31 2016.** Faxed transmissions not accepted. Please mail or e-mail. After receiving form/letter, nominator will receive e-mail confirmation.

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**April 27, 2016**

## **VOLUNTEER NOMINEE**

**Nominator Name:** \_\_\_\_\_

Title: \_\_\_\_\_ Hospital: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Nominee:** \_\_\_\_\_

Title: \_\_\_\_\_

Hospital: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

- Criteria:
- Volunteer, not a paid employee, associated with hospital/organization
  - Nominated specifically for their volunteer work within hospital
  - Committed to quality and service and inspires other volunteers
  - Demonstrates care, compassion and concern for patients, employees and others

In nomination letter, please include department person works in, number of years as volunteer and number of hours volunteered. Attach one-page letter with information on your candidate. Only one nominee per hospital. Please do not put letter on company letterhead as hospital name will be removed before judging. [Deadline for nominations is Thursday, March 31, 2016.](#) Faxed transmissions not accepted. Please mail or e-mail. After receiving form and letter, nominator will receive e-mail confirmation.

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## **PRECEPTOR NOMINEE**

**Nominator Name:** \_\_\_\_\_

Title: \_\_\_\_\_ Hospital: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Nominee:** \_\_\_\_\_

Title: \_\_\_\_\_ Hospital: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Preceptor Award recognizes those dedicated to the growth and support of nurses. Nursing preceptors work with nurses new to the profession, the organization and those re-entering the profession or transitioning.

**Criteria:**

- Education commensurate with preceptor role
- Attend at least one North Texas Preceptor Academy
- Precepted at least 3-5 individuals in a two-year period
- Sets high standards and serves as ideal role model
- Employee of DFWHC-member hospital and is a non-management level employee
- Include a letter of recommendation from nominator or a preceptee

Only one nominee per hospital or school. Please do not put letter on company letterhead as hospital/school name will be removed before judging. [Deadline for nominations is Thursday, March 31, 2016.](#) Faxed transmissions not accepted. Please mail or e-mail. After receiving form/letter, nominator will receive e-mail confirmation.

Please return these items: \_\_\_\_\_ Nominee Application      \_\_\_\_\_ Nominee Photograph  
\_\_\_\_\_ At least one letter of Recommendation      \_\_\_\_\_ Photo Release

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## PHYSICIAN NOMINEE

The **Physician's Award** will be presented to a hospital doctor who best exemplifies the spirit of the Employee of the Year Award. The criteria is:

- Physician associated with organization in an employed, non-employed or volunteer capacity
- Physician is a valued team member
- Physician consistently demonstrates and verbalizes a commitment to patient-focused care
- Physician is regarded as a role model and leader among other physicians and staff members
- Physician demonstrates integrity, compassion, respect, teamwork and personal accountability
- Physician has impressive achievements in community-oriented and/or humanitarian activities
- Physician must not hold a senior physician administrator or leadership position within organization

Please attach one-page letter with information on your candidate. Only one nominee per hospital. Do not put the letter on company letterhead as hospital name will be removed before judging. [Nomination deadline is Thursday, March 31, 2016.](#) Faxed transmissions not accepted. Please mail or e-mail. After receiving form and letter, nominator will receive e-mail confirmation.

**Nominator Name:** \_\_\_\_\_

Title: \_\_\_\_\_ Hospital: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Nominee:** \_\_\_\_\_

Title: \_\_\_\_\_

Hospital: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please return these items: \_\_\_\_\_ Nominee Application      \_\_\_\_\_ Nominee Photograph  
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**REX McRAE  
SCHOLARSHIP**

## **SCHOLARSHIP INFORMATION**

Each year the Dallas-Fort Worth Hospital Council Foundation awards a scholarship from the Rex McRae Scholarship Fund to one DFWHC-member hospital employee who attends a Texas Board of Nursing-approved program in North Texas. The fund was created in 1998 by the DFWHC Board of Trustees. The award is named in memory of Rex McRae, President and CEO of Arlington Memorial Hospital for 28 years. The scholarship will be awarded at the 20th Annual Employee of the Year Luncheon April 27, 2016 at the Irving Convention Center.

## **SCHOLARSHIP CRITERIA**

- Student who needs financial assistance to graduate from the program
- Student in the last year of their nursing program
- Enrolled in an ADN, RN to BSN Bridge, or BSN program in North Texas area
- Student in good standing
- Employee of DFWHC member hospital

## **NOMINATION PROCESS**

Only one nomination per institute. **Deadline for nominations is Thursday, March 31, 2016.** To nominate a candidate, the hospital must do the following:

- 1) Submit a one-page letter with the following information:
  - Employee/Student name
  - Financial need
  - Professional life/School life (able to achieve in more than one role)
  - Extraordinary Contributions (goes beyond what is expected)
  - Ideal role model (sets high standards, leads by example)
  - Compassion (sensitive and caring for people)
  - Involvement in program activities
- 2) Fill out nomination form
- 3) Have student sign photo release form
- 4) Send the nomination letter, nomination form and photo release to:

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Irving, Texas 75062**

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**Danette Tidwell or  
Sally Williams at 972-719-4900**

## **NOTIFICATION PROCESS**

The hospital/school will be notified prior to the Luncheon. The winner will be introduced at the event. If your candidate is selected, he or she must be present at the Luncheon with representative.





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**REX McRAE  
SCHOLARSHIP**

**Nominator Name:** \_\_\_\_\_

Title: \_\_\_\_\_ Hospital: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Nominee:** \_\_\_\_\_

Title: \_\_\_\_\_ Hospital: \_\_\_\_\_

Grade Level : \_\_\_\_\_ Nursing School: \_\_\_\_\_

Anticipated graduation date: \_\_\_\_\_ GPA: \_\_\_\_\_

Non-profit/volunteer work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please list any program employee/student has participated in: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Return these items: \_\_\_\_\_ Nominee Application \_\_\_\_\_ Letter of Recommendation \_\_\_\_\_ Photo Release

**Deadline for nominations is Thursday, March 31, 2016.**

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**PHOTO RELEASE**

I grant the Dallas-Fort Worth Hospital Council and the Dallas-Fort Worth Hospital Council Foundation, its representatives and employees the right to take photographs of me and my property in connection with The Employee of the Year Luncheon on April 27, 2016. I authorize the Dallas-Fort Worth Hospital Council and the Dallas-Fort Worth Hospital Council Foundation, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that the Dallas-Fort Worth Hospital Council and the Dallas-Fort Worth Hospital Council Foundation may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising and internet content.

I have read and understand the above, and consent to the terms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Parent/Guardian Name (if under 18): \_\_\_\_\_ Date: \_\_\_\_\_

Printed Parent/Guardian Name: \_\_\_\_\_

The deadline for the Photo Release Form is Thursday, March 31, 2016. Faxed transmissions will not be accepted. Please mail or e-mail the form with the Nominee Application and Letter of Recommendation. Nominator will receive an e-mail confirmation.

Mail to:  
**DFWHC Foundation**  
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**SAMPLE LETTER**

## Employee of the Year Nominee

**For your letter to be accepted, it must follow these guidelines:**

- 600 words or less
- one page only
- clear (Arial, Calibri) font no smaller than 11 pt.

It is with great pleasure that SAMPLE HOSPITAL nominate SAMPLE CANDIDATE as hospital Employee of the Year. CANDIDATE has been a full-time employee at HOSPITAL since June, 2000 and is known for his/her high standard of performance. He/She cares for customers, patients and family members with respect and dignity and is a great asset to this hospital as well as the local and international community.

### WORK LIFE/NON-WORK LIFE

CANDIDATE has a passion for nursing and healthcare overall. Not only is he/she a full-time nurse in the Cardiovascular Intensive Care Unit, he/she is working on his/her Masters of Science in Nursing as well as his/her Masters of Public Health and is a member of the International Honor Society. One of his/her concerns is for those who do not have insurance benefits but are in need of healthcare services. He/She recently traveled to South America to explore ways to improve healthcare access and delivery in those areas. Last year, CANDIDATE spent a great deal of time traveling and studying about the lack of healthcare and the effect on different countries. At home in the United States, CANDIDATE is a member of several professional organizations such as the American Association of Critical Care Nurses (AACN) and the American Society of Public Health (ASPH). In his/her spare time, he/she volunteers for the International Rescue Committee of Dallas, a non-profit organization that seeks to help refugees from all over the world integrate and assimilate into the U. S. system. He/She is a member of the North Texas South American Health Initiative, which is a coalition of professional individuals who are seeking ways to improve healthcare in South American countries.

### IDEAL EMPLOYEE ROLE MODEL

CANDIDATE is well known throughout the hospital for his/her compassion and energy. He/She is always courteous and helpful to others. He/She is highly respected by his/her peers and appreciated by his/her patients because of the way he/she treats others. CANDIDATE adapts his/her plan of care to include and meet the age-specific and cultural needs of his/her patients. He/She is seen as a very positive person of the team and exhibits a "win-win" philosophy. CANDIDATE is efficient and thorough in his/her work and finishes the job in a timely manner. The combination of his/her high ethical standards and vast experience enable him/her to be an excellent mentor to other employees. He/She is highly respected by those with whom he/she comes in contact and is an exemplary role model to others in the unit as well as the hospital. CANDIDATE represents the hospital well as he/she strives for excellence in problem solving and patient care.

### COMPASSION

CANDIDATE's involvement in the hospital, community and world are a testimony to his/her sense of compassion. He/She shows great concern for the welfare of others and is actively involved in finding solutions to difficult challenges. CANDIDATE provides excellent care to his/her patients, often going the extra step to make sure the patients and family members are comfortable and secure. His/Her life is an example of the mission statement of HOSPITAL, "We are committed to the care and improvement of human lives."

### EXTRAS

Patient care is his/her mission; healthcare access to all is his/her passion. He/She is a true humanitarian. The energy and enthusiasm with which he/she goes about his/her life are remarkable. CANDIDATE emulates warmth, humility and compassion as he/she serves others and always expresses appreciation to others for their efforts. Thank you for considering CANDIDATE for the Hospital Employee of the Year Award.