

Upland Hills Health  
Award for Outstanding Leadership

Purpose:

The purpose of this award is to recognize a director, manager, or other Upland Hills Health employee who demonstrates outstanding leadership in the role of director/manager or in leading a specific project or initiative felt to be of great importance to the mission of Upland Hills Health, Inc.

Nominations are solicited annually during the “call for nominations” period in November/December with the award presented during the Upland Hills Health Awards banquet. Nominations may be made by any employee, volunteer, or physician. The coordination role will be rotated between the Asst. Administrators and the Administrator, NRC.

Criteria:

Nominees should have actively demonstrated outstanding leadership in managing the department to which appointed and to teaching, coaching and mentoring subordinates. For individuals nominated for outstanding leadership of a specific project or committee, the nominee should have demonstrated outstanding organizational skills in directing the project as well as outstanding leadership of members of the project team.

Examples of outstanding leadership are related to:

- The organization and direction of departmental/project activities
- Involvement in departmental and organizational CPI activities
- Concern for and support of customers (internal and external)
- Effective streamlining of processes or cost-containment within a department or project
- Creating a positive culture and team environment within the work setting
- Creative problem solving
- Educating, training, encouraging, and mentoring subordinates and co-workers
- Providing guidance and encouragement to students in health career fields
- Integrity in all aspects of performance
- Timeliness in completion of routine activities/requirements and strong time management abilities.
- Loyalty and dedication to the organization.
- Support to or representation of Upland Hills Health at health promotion or other Upland Hills Health supported activities.

*Note: The above are examples only. The focus of the award is on **leadership**. Include accomplishments achieved during the previous 36 months.*

Who are not eligible for this award?:

- Administrators or Assistant Administrators are not eligible for the award.

- Any director, manager, or other person who previously received the Upland Hills Health Award for Outstanding Leadership.

Required Nomination Format:

After the call for nominations, submit a 1-2 page written narrative describing how the nominee meets the described criteria.

**The deadline is typically in January, prior to the banquet each year. Nominations must be received prior to the announced deadline.**

Also, submit a cover page which includes the following:

- a. Name of the Nominee
- b. Title and department to which assigned
- c. Work phone number
- d. Name of person making the nomination
- e. Title of person making nomination
- f. Phone number of person making nomination

Selection Committee:

A committee of three (3) persons will be appointed by administration. Committee members include the previous year's winner and representatives from administration, the culture committee, or department directors/managers.

One member of the selection committee will be appointed the "lead" member. This member will:

- Prepare a written roster of nominees to submit to the Administrator and the Director of Human Resources
- Schedule a time for the committee to review the nomination packets
- Instruct the committee members in the use of selection criteria and use of the scoring tool.
  - Instruct each member to review the packet for each nominee, scoring each of the 5 categories of criteria and adding the total points
- Conduct a discussion of each candidate
- Compile a list of total points for each nominee
- Solicit input from the selection committee as to the top three (3) candidates (in rank order)
- Make an appointment with the Administrator to present the committee's recommendations
- The Administrator makes the final selection based on input from the committee
- Complete other duties as denoted by the Administrator.

The winner is announced at the Upland Hills Health Annual Awards Banquet. The winner will be given a plaque in recognition of the award. In addition, nominees will be presented with a letter of recognition for their nomination.

## Upland Hills Health Award for Outstanding Leadership

### Scoring Tool

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

Category	Maximum score	Score awarded
<p><b>Outstanding leadership and management</b>            Consider the following:            Loyalty and dedication to the organization            Demonstrates integrity in all aspects of performance            Effectively manages time available in meeting the demands of the department/unit/project            Efficiently organizes departmental activities            Timely in meeting organizational established suspense dates            Approaches new challenges with a “can do” attitude            Demonstrates capability of being a calculated risk-taker (i.e., able to “stick one’s neck out without putting self or the organization at excessive risk”)            Utilizes creative thinking and critical thinking in problem solving.</p>	<b>25</b>	
<p><b>Demonstrated excellence in teaching, training, educating and mentoring others</b>            Consider the following:            Develops and implements education and training programs that promote competency and employee interest            Encourages and mentors peers and co-workers            Provides guidance and encouragement to students in health career fields</p>	<b>20</b>	
<p><b>Promotes performance improvement and cost containment activities</b>            Demonstrates concern for and support of customers (internal and external)            Involved in departmental and organizational CPI activities            Effects cost-containment and streamlining of processes within the work area</p>	<b>20</b>	
<p><b>Creates a positive team environment</b>            Consider the following:            Positive attitude is role model for others.            Treats others with dignity and respect.            Creates a team environment which enhances harmony and cooperation in the work setting            Works to promote a culture that reduces barriers between shifts or other departments</p>	<b>20</b>	

<b>Support to or representation of Upland Hills Health at outside activities and/or health promotion activities</b> <b>Consider the following:</b> <b>Promotes health and wellness in community activities</b> <b>Attendance at community committees or task forces</b> <b>Involvement with other “help to people” activities</b>	<b>15</b>	
<b>Total:</b>	<b>100</b>	

Scored by: \_\_\_\_\_