



## Professional Achievement Awards

### Rules of Entry

Kentucky's long-term care facilities employ over 25,000 professionals who care for more than 31,000 residents. These employees are the backbone of our profession, with facilities relying on dedicated teamwork and skills to provide quality care and compassion to residents and families. KAHCF's Professional Achievement Awards are designed to honor those individuals who have excelled in providing outstanding care in a cooperative spirit of teamwork.

There are three categories in which you can nominate staff.

#### **NURSING CARE**

- Administrative Nurse
- Licensed Practical Nurse
- Registered Nurse

#### **CAREGIVING**

- Kentucky Medication Aide
- PC Caregiver
- State Registered Nurse Aide

#### **SUPPORTIVE CARE**

- Activities
- Dietary
- Environmental Services
- Social Services/Admissions
- Support Services – Administrative Assistant, Bookkeeping/Billing, Medical Records, Other Related Supportive Services

The Professional Achievement Awards will continue to be presented at the banquet as a top 10 list in each category, starting at No. 10 and counting backwards.

1. Each nominee must have held a full-time nursing home position for a minimum of two years at the nominating facility/corporation and two consecutive years in the category for which they are being nominated, as of June 1, 2018, and be actively employed at the nominating facility or corporation as of the KAHCF Quality Awards Banquet.
2. Facilities can nominate as many employees as they wish in each of the 3 categories, but each facility will only have 1 finalist on each list. For example, Facility X can nominate three in direct care, four in nursing care and five in support services. But only one nominee from Facility X can be on the Top 10 in each list.
3. Each entry should include a completed, typed nomination form, including completed answers to the questions.
4. **Submit only the original**, and the facility should keep a copy. Any entry which does not follow this format will NOT be accepted

**The overall state winners in any of these categories are not eligible to re-enter the competition for three years following their win; those finishing 2-10 are not eligible to re-enter the competition for one year.**

**ENTRIES MUST BE POSTMARKED BY FRIDAY, JUNE 15, 2018**

All KAHCF Awards Forms are available on the KAHCF website — [www.kahcf.org](http://www.kahcf.org).

Under What's New, click on Awards Forms. Each Category is in MS Word format and available to complete via computer



## Professional Achievement Awards Nomination Form

Name of Nominee \_\_\_\_\_

Job Title \_\_\_\_\_

Facility \_\_\_\_\_

Number of years in employed at this facility/corporation \_\_\_\_ Number of years employed in this position

Category:

- NURSING CARE
- CAREGIVING
- SUPPORTIVE CARE

Contact Person Submitting Nomination \_\_\_\_\_

Job Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

*I acknowledge this entry has been **completed by myself and/or employees of this facility** and the information is true and accurate.*

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**If you do not use the online forms** - Retype each question and provide responses to the following questions.

**DO NOT reveal the identity of the nominee, the name of the facility, city, county, administrator name, or any reference that would identify the nominee in the narrative.**

1. What is the title of the nominee? (Required)
2. What qualities make the nominee excel at his/her job? (Limit to 250 words)
3. Give an example of a personal or professional challenge that affected their job and how they overcame the challenge. (Limit to 250 words)
4. How does the nominee provide a sense of teamwork? (Limit to 250 words)
5. What one word would you use to describe this nominee? **One word only. Do not add narrative.**

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