

North Carolina Healthcare Engineers Association, Inc.
A Chapter of the American Society of Healthcare Engineers

Policies, Procedures, and Discretionary Guidelines

Policy #: 106

Title: Engineer of the Year

Effective Date: 06-08-2012

Last Revision Date: 06-08-2012

Responsibility: Correspondence Secretary

Purpose:

To establish a policy regarding Engineer(s) of the Year nominations.

Policy:

The NCHEA through its Board by Districts will choose one of its members to receive the designation of Engineer of the Year. He/She will be presented to the NCHEA Board by their District Chairperson. In making their decision, the Board will take into consideration: the participation/involvement of the nominee in the NCHEA and ASHE, their contribution(s) to their Healthcare Facility, their involvement in local activities in their place of residence, and their commitment to increase their expertise in the engineer/leadership field. Also, consideration will be given for recommendations from other NCHEA/ASHE members.

Procedure:

1. Each District will submit their nominee in the Board Meeting at the Spring Seminar.
2. The District Chairperson or their designee will present the presentation of the District nominee. The presentation for each nominee will not exceed 5 minutes. To ensure adequate time for the Board members to make an informed decision a digital copy will be made available to each Board Member to be distributed in the Board Packet by email.
3. The board will then vote on the nominations with the winning nomination being kept secret until the Awards Banquet during the Annual Conference.
4. The nominee receiving the most votes will be award the designation of Engineer of the Year at the Awards Banquet during the Annual Conference.

Required Documentation

Nominations submitted must include the following documentation to verify/support your submission. Please review the information listed below, missing information will deem your submission ineligible.

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Criteria	Requirements	Required Documentation to Support your Submission
<p>Membership</p>	<p>Candidate must be a current member in good standing with NCHEA for no less than two (2) years of continuous membership at the time of application</p>	<p><i>Include at least one of the following to verify active membership:</i></p> <p>NCHEA Membership</p> <ul style="list-style-type: none"> • Obtain letter from NCHEA Secretary
<p>Employment</p>	<p>Candidate must be actively employed in a healthcare facility with responsibility for facility/engineering operations.</p>	<p>Include a copy of their professional resume to verify active employment</p>
<p>Letters of Recommendations</p>	<p>Candidate must be able to show they have the support of their local chapter, peers, colleagues and/or immediate supervisor.</p>	<p><i>Include two (2) letters of recommendation from any of the following individuals:</i></p> <ul style="list-style-type: none"> • Immediate supervisor/CEO • Local Chapter President/Officer • Fellow ASHE member • Professional colleague <p><i>Recommendation letters must be signed and address the following:</i></p> <ul style="list-style-type: none"> • Reason for the nomination • Leadership qualities • Contribution on projects, committees, etc.
<p>Written Narrative</p>	<p>Candidate must write and submit a personal narrative in their own words that addresses their viewpoints on leadership, their professional/career achievements and their dedication to the field of healthcare.</p> <p><i>NOTE: <input type="checkbox"/> Narrative must be at least 200 words</i></p> <hr/>	<p><i>Written narrative (no less than 200 words) that address the following:</i></p> <ol style="list-style-type: none"> 1. Each District Chairman will write a cover letter supporting their nomination 2. Contribution to NCHEA State and District 3. Contribution to the field/profession 4. Leadership qualities 5. Ability to work with others 6. Professional goals 7. Career achievements 8. Community involvement
<p>Candidate's Photo</p>	<p>High-resolution color photo of candidate (head-shot) on CD or sent electronically (jpeg format)</p>	<p><i>Photo must be sent at the time of application</i></p>

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Attachments:

None

Approvals:

Approved By the Board via:

Meeting

Email

6-8-12

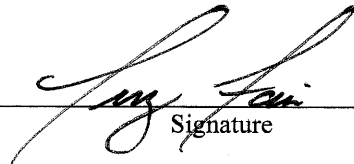
Date

Attested By Secretary:

Terry Fair
Name

6-8-12

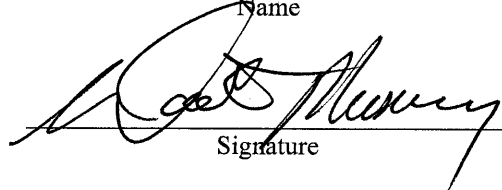
Date


Signature

Attested By President:

David G. Murray
Name

6/8/12
Date


Signature