November 17, 2018

**HDGH REWARD AND RECOGNITION PROGRAMS**

# overview

As one of its three strategic drivers, Hôtel-Dieu Grace Healthcare believes that the foundation to a great organization is its people. HDGH is committed to OUR PEOPLE and ensuring all staff know that their safety, development and health are a priority to the organization.

As part of this, a robust rewards and recognition strategy has been implemented to positively engage employees for the work they do and the manner in which they do this work. Part of this strategy includes a number of events such as the Annual Evening of Service Recognition which is held in the spring.

The following is a list of the awards that HDGH hands out to staff on an annual basis. There are three levels of awards as described below

# Awards - Level one

**PEER TO PEER RECOGNITION**

The employee to employee recognition program allows colleagues to share their praises of each other. This will be done via HDGH’s internal performance management system – Halogen. These acknowledgements can then be saved in staff members profile and used for their respective annual performance appraisals.

**Nomination Period**: Daily

**Selection Committee**: N/A

**Recognition Vehicle**: Halogen

**Selection Notification:** Performance Appraisals

P**ERFECT ATTENDANCE**

Recognizes unionized staff that have never missed a day work on an annual basis

**Nomination Period**: Annually – January

**Selection Committee**: N/A

**Recognition Vehicle**:

* Need to Know
* Letter to Employee

# Awards - Level Two – nURSING wEEK aWARDS

**NURSES FOUNDERS AWARD**

The Founders Award will be conferred upon an HDGH nurse who has shown compassion and dedication to supporting nursing care in the community and/or a charitable organization. We will award the successful applicant a donation of $500.00 to their charity of choice

**Nomination Period**: Annually – April - May

**Nomination Form**: Online Intranet Form

**Recognition Vehicle**:

* Nurses Week Events

**Selection Process:**

* Meeting

**Selection Committee**:

* Nurses Week Committee

**Award:**

* Plaque

**JEANNE MANCE EXTRAORDINARY NURSING CARE AWARDS (JOINT AWARD HDGH AND WRH)**

The Jeanne Mance Extraordinary Nursing Care Awards recognize HDGH and WRH nurses who exemplify extraordinary nursing care.

**Nomination Period**: Annually – April - May

**Nomination Form**: Online Intranet Form

**Recognition Vehicle**:

* Nurses Week Events

**Selection Process:**

* Meeting

**Selection Committee**:

* Nurses Week Committee

**Award:**

* Plaque

**LORI DUPONT BURSARY (JOINT AWARD HDGH AND WRH)**

The Lori Dupont Bursary is a $5000 bursary funded by Hôtel-Dieu Grace Healthcare and Windsor Regional Hospital to assist RN staff with continuing education costs.

# Awards - Level Three – Founders, Mission and Values Awards

**MISSION IN ACTION AWARD**

MBA to fill in detail

**“HDGH Values in Action” Award – Celebrating Success Today**

The HDGH Values in Action Award recognizes an individual for significant achievement to the betterment of Hôtel-Dieu Grace Healthcare and whose actions exemplify our values of Respect, Teamwork, Compassion and Social Responsibility. These values are the foundation of the work we carry out daily to our patients, families and community. The monthly recipient of this award will also be considered part of this foundation. The recipient will not only exemplify the HDGH values within the professional scope of their work at HDGH but will have extended them into our community, cultivating a healthier Windsor/Essex.

**Nomination Period**: Monthly

**Nomination Form**: Online Intranet Form

**Recognition Vehicle**:

* Letter to be sent to all nominees
* Names to be printed in Need to Know on a monthly basis
* Monthly winner to be announced in Need to Know

**Selection Process:**

* Monthly Vetting Process to select Winner
* All 12 monthly winners will be considered for the President’s Value Award (Level Three)

**Selection Committee**:

* Chief Executive Officer
* Chief Human Resources Officer

**Award:**

* Prize for Monthly Winner
* President’s Award for Winner chosen out of 12 monthly winners
* End of year, all names will be drawn for a gift

**THE SALVATION ARMY AWARD**

An organization that prides itself on offering hope, The Salvation Army’s rich history in values and mission are embedded into the foundation of Hôtel-Dieu Grace Healthcare. In 1920, Frederick Martin, an officer in the Salvation Army, recognized Windsor’s potential and growing need for healthcare services, expanding on the already established Hôtel-Dieu Hospital. With his guidance and passion he helped establish Grace Hospital, developing innovation in social services of Windsor.

The recipient of the Salvation Army Award will demonstrate its core values of compassion, respect, excellence, integrity, relevance, cooperation and celebration. The recipient of this award will demonstrate their grace by continuously extending themselves to others in promoting dignity and respect of all persons. He/She will strive to be the best at what they do and model these behaviors and attitudes for others to emulate. This person will be honest, accountable and trustworthy and will be committed to the pursuit of innovation and effectiveness while fostering teamwork and partnerships.

**Nomination Period**: September Bi-Annually

**Nomination Form**: Online Intranet Form

**Recognition Vehicle**:

* Letter to be sent to all nominees
* Nominees names to be printed in Need to Know
* Winner to be acknowledged at Founders Day and Annual Evening of Service Event

**Selection Process:**

* Meeting

**Selection Committee**:

* Chief Executive Officer
* Chief Human Resources Officer
* Chair of HDGH Board of Directors
* Salvation Army Rep

**Award:**

* Plaque

**THE RELIGIOUS HOSPITALLERS OF ST. JOSEPH’S AWARD**

More than 100 years ago, five nuns came to Windsor to help Reverend Dean Wagner to help establish an orphanage realizing the need for healthcare and set out to create a hospital to work with the disenfranchised, marginalized and the most at risk people of our community. The Religious Hospitallers of St. Joseph’s officially established Hôtel-Dieu Hospital on February 13th, 1890.

The recipient of the RHSJ Award will be awarded to an individual who reveals love and mercy through compassionate care focused on the body, mind and soul of all those lives they touch. The recipient will have an innate sense to respond to the needs of our time and especially to those who are marginalized and/or vulnerable. They will extend their time and passion to at least one HDGH committee, and will act as a role model in illuminating their grace of confidence, faith and audacity in the work they do. While caring for the body, the recipient of this award will also care for the heart of our patients and loved ones, welcoming differences and encouraging peace.

**Nomination Period**: September Bi-Annually

**Nomination Form**: Online Intranet Form

**Recognition Vehicle**:

* Letter to be sent to all nominees
* Nominees names to be printed in Need to Know
* Winner to be acknowledged at Founders Day and Annual Evening of Service Event

**Selection Process:**

* Meeting

**Selection Committee**:

* Chief Executive Officer
* Chief Human Resources Officer
* Chair of HDGH Board of Directors
* RHSJ Rep

**Award:**

* Plaque

# Awards - Level four – Presidents awards

**2017 ROOKIE OF THE YEAR**

This award recognizes a new employee who has demonstrated exceptional performance in not only what they do but how they do it. This is an employee who consistently demonstrates an openness to learning, a positive and friendly demeanor, and a commitment to our values and mission. This employee is passionate about their work and consistently strives for excellence and to continuously improve their performance. This award supports our strategic priority of our PEOPLE and is open to all employees and physicians who have been with HDGH less than 2 years.

**Nomination Period**: Annually February/March

**Nomination Form**: Online Intranet Form

**Recognition Vehicle**:

* Letter to be sent to all nominees
* Nominees names to be printed in Need to Know
* Winner to be acknowledged at Annual Evening of Service Event

**Selection Process:**

* Meeting

**Selection Committee**:

* Chief Executive Officer
* Chief Human Resources Officer
* Chair of HDGH Board of Directors

**Award:**

* Plaque

**2017 PHYSICIAN OF THE YEAR**

This award recognizes a physician who has demonstrated exceptional overall performance in providing excellent patient care in a manner that promotes collaboration among the interdisciplinary team. This is a physician who strives for the best patient and staff experience possible and does his or her work while promoting the values of respect, teamwork, compassion and social responsibility. This award supports our strategic priorities of the PATIENT and our PEOPLE and is open to all physicians that hold a medical doctorate (MD).

**Nomination Period**: Annually February/March

**Nomination Form**: Online Intranet Form

**Recognition Vehicle**:

* Letter to be sent to all nominees
* Nominees names to be printed in Need to Know
* Winner to be acknowledged at Annual Evening of Service Event

**Selection Process:**

* Meeting

**Selection Committee**:

* Chief Executive Officer
* Chief Human Resources Officer
* Chair of HDGH Board of Directors

**Award:**

* Plaque

**PRESIDENT'S AWARD FOR OUTSTANDING CONTRIBUTION TO HEALTH & SAFETY**

This award recognizes an employee who has made a significant and meaningful contribution to improving or enhancing workplace health and safety at HDGH. This individual has gone above and beyond their expected responsibilities to: 1) overcome a barrier to health and safety, 2) put in place an initiative that enhances workplace safety, or 3) prevents workplace injury and/or illness through an innovative practice or program. This award supports the core priority of our PEOPLE and is open to all employees.

**Nomination Period**: Annually February/March

**Nomination Form**: Online Intranet Form

**Recognition Vehicle**:

* Letter to be sent to all nominees
* Nominees names to be printed in Need to Know
* Winner to be acknowledged at Annual Evening of Service Event

**Selection Process:**

* Meeting

**Selection Committee**:

* Chief Executive Officer
* Chief Human Resources Officer
* Chair of HDGH Board of Directors

**Award:**

* Plaque

**PRESIDENT'S AWARD FOR OUTSTANDING DEMONSTRATION OF HDGH VALUES**

This award recognizes an employee or physician who has consistently shown exceptional performance demonstrating or advancing one or more of the HDGH Vlues in their interactions with co-workers and other members of the interdisciplinary team.

This award will be selected based on the winners from the monthly selection of the HDGH Values in Action Award.

**PRESIDENT'S AWARD FOR OUTSTANDING CONTRIBUTION TO A PATIENT EXPERIENCE**

This award recognizes an employee or physician who has made a significant and meaningful contribution to improving or enhancing a patient's experience during their stay at HDGH. This individual has gone above and beyond their expected responsibilities to either: 1) overcome a barrier to provide excellent care, 2) demonstrated exceptional behaviour to enhance a patient's care or, 3) initiated a innovative patient safety initiative. This award supports the strategic priority of the PATIENT and is open to all employees and physicians.

**Nomination Period**: Annually February/March

**Nomination Form**: Online Intranet Form

**Recognition Vehicle**:

* Letter to be sent to all nominees
* Nominees names to be printed in Need to Know
* Winner to be acknowledged at Annual Evening of Service Event

**Selection Process:**

* Meeting

**Selection Committee**:

* Chief Executive Officer
* Chief Human Resources Officer
* Chair of HDGH Board of Directors

**Award:**

* Plaque

**PRESIDENT'S AWARD FOR OUTSTANDING CONTRIBUTION TO ADVANCING OF HDGH IDENTITY IN THE COMMUNITY**

This award recognizes an individual that has made a significant contribution to advancing the identity of HDGH in the wider community. This person is proud of our organization and the work that we do and has demonstrated this through the development of a program or event that showcases HDGH in a positive way, contributes to or enhances an existing community program or in an innovative or new way to highlight the corporate identity of HDGH. This award supports the strategic priority of our IDENTITY and is open to all employees and physicians.

**Nomination Period**: Annually February/March

**Nomination Form**: Online Intranet Form

**Recognition Vehicle**:

* Letter to be sent to all nominees
* Nominees names to be printed in Need to Know
* Winner to be acknowledged at Annual Evening of Service Event

**Selection Process:**

* Meeting

**Selection Committee**:

* Chief Executive Officer
* Chief Human Resources Officer
* Chair of HDGH Board of Directors

**Award:**

* Plaque

**CHANGING LIVES TOGETHER FOUNDATION HEALTH SYSTEMS INNOVATOR SCHOLARSHIP**

This scholarship recognizes one or more employees who have demonstrated a passion for the advancement of health care and a commitment to lifelong learning. Employees who strive for an have the desire to recognize new and innovative ways of delivering patient care that enhance our patient's outcomes or improves their health care experience through research, education or other forms of development are candidates for this scholarship.

The scholarship will enable an employee to:

* Pursue further education in a field that has recognized value in a health care setting, or
* Explore an innovation at another institution that will directly enhance how HDGH delivers services or cares for our patient, or
* Participate in a community based initiative that makes a difference in the lives of individuals who are disadvantaged or vulnerable.

This is a scholarship bestowed by the Changing Lives Together Foundation and applicants will be interviewed by a Selection Committee of the Board. At the discretion of the Selection Committee, the $10,000.00 scholarship could relate to one individual or more up to a maximum of four (4) employees.

**Nomination Period**: Annually February/March

**Nomination Form**: Online Intranet Form

**Recognition Vehicle**:

* Letter to be sent to all nominees
* Nominees names to be printed in Need to Know
* Winner to be acknowledged at Annual Evening of Service Event

**Selection Process:**

* Meeting

**Selection Committee**:

* Changing Lives Together Foundation Board
* Chief Executive Officer

**Award:**

* Scholarship