



- Administrative
- Departmental

**SUBMITTED BY:** \_\_\_\_\_  
Hilde Zamora de Aguero

**APPROVED BY:** \_\_\_\_\_  
Evidence-Based Clinical  
Practice Council

**Title:** Human Resources Site  
Director

**Responsible  
Department** Human Resources

**APPROVED BY:** \_\_\_\_\_  
**Title:** Kathy Sparger, RN, MSN  
Vice President, Nursing  
Administration

**Creation Date:** 04/09

**Review Date:** \_\_\_\_\_

**Revision Date:** \_\_\_\_\_  
09/09

**THIS PROCEDURE SUPPORTS THIS POLICY:**  
SMH-900 South Miami Hospital Administrative Policy

**PROCEDURE TITLE:**  
Leadership Award

**PROCEDURE STATEMENT:**  
Leadership Award is a program to recognize supervisors, managers and directors who demonstrate excellence in leadership throughout the calendar year.

The Leader Selection Committee will meet quarterly to select a Leader of the Quarter who represents Service Excellence for each quarter of the calendar year and annually to conduct a selection of the Leader of the Year from one of the Leaders of the Quarter from the previous calendar year. The Leader Selection Committee will be made up of six to eight members from all levels of the organization. The Leader Selection Committee members cannot nominate an employee for Leadership Award.

**RESPONSIBLE DEPARTMENT / PERSONNEL: (Optional)**  
South Miami Hospital's Leader Selection Committee.

**AUTHORITY / ENFORCEMENT: (Optional)**  
Evidence-Based Clinical Practice Council and Leadership.

**DEFINITIONS: (Optional)**

**PROCEDURES FOR IMPLEMENTATION (INCLUDING FORMS / SYSTEMS):**

1. Qualifications: Each candidate must have:
  - a. A written nomination that includes examples of at least two of the six defined competencies on why this leader would be an excellent model for Service Excellence.
  - b. Direct reports or direct people responsibility.
  - c. Approval of nomination from the department Director or Vice President.
  - d. Two years of service in a leadership position.
  
2. Other Criteria Considered:
  - a. The nominee has not been a Leadership Award recipient in the last two years.
  - b. Vice presidents are not eligible for consideration.
  - c. Each Leader of the Quarter is eligible to become the Leader of the Year.
  
3. Procedures:
  - a. Nominations will be made by South Miami Hospital employees on a standardized form based on the established leadership competencies. The nomination form will be available to employees in their department or in the Human Resources department.
  - b. The Leadership Award will be presented to one individual every quarter by the Chief Executive Officer (CEO), Chief Operating Officer (COO) or Vice President.
  - c. The Leader of the Year award will be presented to one individual annually by the CEO, COO or Vice President at the Employee of the Year Celebration.
  - d. The following process will be used to determine the recipient of the Leadership Award:
    - i. Nomination forms will be sent to the Leader Selection Committee chair no later than the 20<sup>th</sup> of the final month for the qualifying quarter.
    - ii. The Leader Selection Committee chair will confirm with the nominees' direct report that the nominees are in good standing and are excelling in the business metrics part of the evaluation, which can include but are not limited to patient satisfaction, physician satisfaction, employee satisfaction, fiscal responsibility, community benefit and clinical process excellence.
    - iii. All nomination forms will be reviewed by the Leader Selection Committee.
    - iv. The Leader Selection Committee chair will notify the winners' manager, director or vice president, the CEO, the COO and the Marketing Department.
  - e. The following process will be used to determine the Leader of the Year:
    - i. The Leader Selection Committee chair will gather qualifying criteria for the four quarterly winners.
    - ii. The Leader Selection Committee chair will confirm with the nominees' direct report that the nominees are still in good standing and continue to excel in the business metrics part of the evaluation which can include but are not limited to patient satisfaction, physician satisfaction, employee satisfaction, fiscal responsibility, community benefit and clinical process excellence.
    - iii. The Leader Selection Committee will select the Leader of Year from the quarterly winners based on the established criteria.
  
4. Leadership Award Incentives:
  - a. The CEO, COO or Vice President will present the new Leader of the Quarter with the following:
    - i. A letter stating that the employee will receive a \$100 bonus on his or her next paycheck.
    - ii. A pen engraved with the winners name.
    - iii. A plaque signed by the CEO.

All references to Policies must go to the BHSF Master Copy on the BHSF Intranet; do not rely on other versions / copies of the Policy.

- iv. Picture posted on wall near cafeteria.
    - v. If the quarterly winner is not receiving specific parking privileges as a part of their current position than the individual will receive a 90-day parking hang tag, which gives the employee access to prime parking spots.
  - b. The CEO, COO or Vice President will present the new Leader of the Year with the following:
    - i. Letter stating that the employee will receive a \$500 bonus on his or her next paycheck.
    - ii. Leader of the Year Trophy
    - iii. Plaque posted in the cafeteria with picture and name posted for the year.
    - iv. Assigned parking for the year.
5. The Leaders of the Quarter and/or the Leader of the Year may be called upon to represent South Miami Hospital at various functions throughout the year.

**RENEWAL / REVIEW:**

All procedures will be reviewed periodically and on an as need basis.

**SUPPORTING/REFERENCE DOCUMENTATION:**

N/A

**RELATED POLICIES, PROCEDURES, AND ASSOCIATED FORMS:**

- Attachment – Leader of the Quarter Nomination form