

Health Care Services Committee
Guidelines for Outstanding Clinician Award

It is the intent of the Healthcare Committee's Outstanding Clinician Award to accomplish the following:

- Give visible recognition to outstanding clinicians working in health care in the state of Michigan.
 - Motivate individuals to provide excellent clinical services.
 - Showcase these individuals to promote public awareness of the services delivered by our professions.
- A. This award is an annual event given to one or more clinicians. Recognition will be given to the individual at the MSHA Conference, in MSHA publications and on the MSHA website.
- B. For purposes of participation in this project, the requirements are defined as follows:
- The clinician must provide services to the speech and/or hearing impaired in a health care setting.
 - The clinician must be a MSHA member.
 - The clinician must have a Michigan State License and CCCs.
 - The clinician must have been at a facility or in that position for a minimum of two years.
- C. The procedure for participating in the nomination process and the documentation requirements are as follows:
- Nominations may be made by a client/patient, family member, caregiver, colleague, co-worker or management. Nomination forms and instructions are available year round on the website. A deadline for nominations will be determined by the Health Care Committee.
 - Nominations must come from outside the Health Care Committee.
 - All nominations are considered confidential.
 - The nominations should be accompanied by 3 letters of recommendation. At least two letters should come from co-workers.
 - A list of conferences, courses, etc. the clinician has attended or presented over the last three years should be submitted, including years of any ACE award.
 - The clinician will be informed of the nomination if they meet eligibility criteria. The individual who submitted the nomination should also be contacted.
 - A site visit date will be agreed upon after the site visit reviewers are also consulted regarding their availability.

- Sample copies of evaluations, progress notes, interim reports and discharge reports should be requested for at least two individuals prior to the site visit.
- Other documents or forms may also be requested to be available at the site visit.
- The Chairperson will then send a letter to the nominee describing the site visit process.
- A site visit will be arranged and attended by at least two members of the Health Care Services committee. New members will be encouraged to observe if they do not wish to participate in actual scoring. At least 4 hours of on- site time should be anticipated.
- If a face to face site visit is not possible due to geographical or weather constraints, use of technology may be considered.
- It is expected the committee will sign confidentiality agreements at each site for HIPPA compliance.
- The site visit reviewers will observe two treatment sessions of the clinician's choice and the charts on these individuals will be reviewed.
- Other activities included in the site visit are: interviewing the nominee; interviewing patients and their family, interviewing co-workers and speaking with management. A brief tour of the facility could also be included.
- The site visitor will utilize the scoring form currently accepted by the Health Care committee.
- After the site visit is completed, the reviewers will immediately meet to score the nominee.
- After all site visits have been made, the Health Care Committee will meet to review the results and determined the Awardee(s).
- The Awardees will be notified by phone (chairperson).
- The MSHA office should be notified so that they can send out their congratulatory and information letter regarding the awards luncheon.
- The Award will be formally presented at the annual MSHA conference.
- The MSHA office will assist the Health Care Committee in providing how MSHA will promote their award at conference and in the et cetera.