

# **2019 SCSRC Department of the Year Award Criteria and Guidelines**

**Basic Requirements:** Eligible departments include any organizational group, managed and staffed primarily by Respiratory Care Practitioners.

**Nomination Process:** Nominations should be e-mailed to [scholarships@scsrc.org](mailto:scholarships@scsrc.org) by June 1, 2020. Nomination should include a statement outlining the department's accomplishments and activities, and provide supporting documentation. Example categories and criteria include, but are not limited to, those outlined below. Please give as much detailed information as possible for the following categories (provide examples when able):

Nominator must be an AARC member - Please include your name, AARC #, contact information, department name, organization name, organization address, and the RC department director/manager name and contact information/email and phone number.

**Selection Process:** The membership awards committee will review all nominations, using a rubric for all 6 categories listed below. The Department of the Year Award will be presented at the annual business meeting in September.

## **1) Education**

- Educational events offered for staff
- SCSRC Continuing Education site affiliation
- Encouraging higher education of BA/BS for employees (list the # of employees with higher degrees – BS, MS etc.)

## **2) Professional Growth & Development**

- Presence & use of Therapist Driven Protocols (list the # & explain the types of TDP @ your institution)
- Clinical Ladder Program
- Professional growth & development opportunities (education leave, tuition reimbursement)

## **3) Leadership and Collaboration**

- Shared governance structure
- Inter-professional activities (list # & type of activities)
- Committee involvement/participation (please list committees and # of employees on each committee)

## **4) Promoting Public Awareness**

- Department participation in activities promoting RC profession/public awareness (list health fairs, screenings, etc.)
- Community outreach programs (list and explain your outreach programs)
- Press releases, Media Alerts, Pitch letters, etc. (please provide documentation)
- Speaking engagements, lectures and briefings on Respiratory Care topic (please provide documentation)
- Respiratory Care Week Activities (please list all activities)

**Deadline for nominations: June 1, 2020**

Submit application & supporting documents to SCSRC Scholarship Committee -[scholarships@scsrc.org](mailto:scholarships@scsrc.org)

#### **5) AARC / SCSRC Society Participation**

- Percentage of staff that are active members (please include actual % of staff that are active AARC members. Please note if any attend local SCSRC meetings)
- AARC Membership Incentives or requirements for staff (how do you encourage membership in professional organization?)
- Participation in legislative activities related to respiratory care (letter signing events, etc.)
- Department staff participation with SCSRC BOD and/or committees (provide name and dates and committee participation)
- Department submissions for the SCSRC website and/or newsletter (please provide documentation)
- Staff attendance at any SCSRC - sponsored meeting/conference (please provide documentation)

#### **6) Student Activities & Leadership**

- Presentations to high school or middle school groups (please provide documentation)
- Designated Job Shadow Day during Respiratory Care Week (please provide documentation)

Please feel free to add additional information about your department for award consideration.

Please provide as much documentation as possible too.

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