2015 AWARDS AND RECOGNITION PACKET

Submit via email.
See instructions for each award for more details.

Please contact AAOHN National Office with your awards questions:

aaohngov@aaohn.org

AAOHN AWARDS AND RECOGNITION VALUE STATEMENT

The AAOHN Awards and Recognition Program is supported by the following values:

- Promoting professional excellence in practice through participation within the association;
- Expanding recognition of occupational and environmental health nurses in areas such as safety, environmental, human resources, healthcare benefits, etc.
- Sharing of best practices with colleagues.

ENTRY DEADLINE: November 1

AAOHN Business Recognition Award (page 3)

AAOHN Fellowship (page 5)

UL – AAOHN Workplace Health and Safety Stewardship Award (page 9)

AAOHN Lillian G. Carter Humanitarian Award (page 12)

OTHER IMPORTANT INFORMATION

- Be sure to review the awards criteria and entry forms.
- Individuals may apply for more than one award.
- **Be careful not to disqualify your entry:** Any submission that does not adhere to the guidelines in the entry preparation procedures or in the specific requirements for each award may be disqualified. Please pay special attention to **entry deadlines**, **page limits** and **font size requirements.**
- **Awards Reviewers** are AAOHN members that volunteer to be part of the review committee.
- **Questions?** If you have any questions about the AAOHN Awards and Recognition Program, please contact the AAOHN National Office, 1-800-241-8014, or via email at: aaohngov@aaohn.org.

AAOHN BUSINESS RECOGNITION AWARD

Purpose: To recognize businesses that support and promote the occupational and environmental health nursing (OEHN) profession.

Eligibility: Any business, corporation or government agency engaged in legal commerce, trade or service.

Award Selection: Members of the AAOHN Awards/Recognition Review Panel will judge entries. The recipient will receive a certificate and recognition at the AAOHN National Conference

Procedure

- The company must be nominated by an AAOHN Active member.
- Entries must be submitted by **November 1**.
- AAOHN will notify the applicant upon receipt of the entry.
- AAOHN will notify all applicants of results via email prior to the AAOHN National Conference.

Criteria

Submission must include:

√ **AAOHN Business Recognition Award Entry Form** indicating appropriate company official to notify if selected for the award.

√ **Detailed description addressing judging criteria**. A business may be recognized for support of OEHN in one of two ways:

1. Has an OEHN service within the corporate structure
2. Provides research funding, supports OEHN continuing professional development or provides recognition awards (at the national or local level) for occupational and environmental health nurses.

√ Programs must currently be in place.

Entry Preparation

- Entry form and all attachments should not total more than **15** 8 ½ x 11", typewritten, double-spaced, single-sided pages with 1" margins using 12 point font.
- For all acronyms, provide full name of organization or program upon first use.

EMAIL entry by November 1 to: aaohngov@aaohn.org
Subject: AAOHN Business Recognition Award

Judging - Judging is based on a weighted scale using the following:

1. For nominees having an OEHN service within the corporate structure:

30% Embraces the concepts of a safe and healthy work environment.

70% Demonstrates support for OEHN by:

* Involving OEHN in strategic planning and policy and procedure development (15%)
* Providing resources (e.g., space, budget and equipment) for operation of a comprehensive occupational and environmental health program (15%)
* Supporting continuing professional development (15%)
* Supporting involvement in professional association activities such as payment of AAOHN membership dues, payment of conference registration, support of employees' volunteerism and service in leadership roles within AAOHN whether it be at a local, state, national or international level (20%)

2. For nominees demonstrating support of OEHN profession by providing research funding, supporting OEHN continuing professional development or providing recognition awards for occupational and environmental health nurses:

30% Support available over time or ongoing

30% Support available to OEHN professionals

40% Magnitude or significance of the support to OEHN

AAOHN BUSINESS RECOGNITION AWARD ENTRY FORM

Nominated Business

BUSINESS NAME: _____

CONTACT NAME: _____

TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

Nominating AAOHN Member

MEMBER NAME: _____ MEMBER # _____

CREDENTIALS: _____

TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

Nominating the above business for its support of occupational and environmental health nursing by:

- Having an occupational and environmental health nursing service within the corporate structure.
- Providing research funding, supporting OEHN continuing professional development or providing recognition awards for occupational and environmental health nurses.

Please check your entry carefully. **Incomplete entries will be disqualified.**

Please remember to **address each of the criteria for the award**. *(See award description for criteria).*

EMAIL entry by November 1 to: aaohngov@aaohn.org
Subject: AAOHN Business Recognition Award

AAOHN FELLOWSHIP

Purpose: To recognize leaders in the field of occupational and environmental health nursing (OEHN) and AAOHN, who demonstrate outstanding accomplishments through significant contributions in the areas of clinical practice, education, research, management or policy. As AAOHN members, Fellows comprise a group of leaders who provide vision to advance skills, knowledge and abilities of occupational and environmental health nurses, influence formation of policy, contribute to research and exemplify highly effective management and clinical practices.

Eligibility: Must be an **active** member of AAOHN.

Award Selection: Members of the AAOHN Awards/Recognition Review Panel will judge entries. The recipient will receive a crystal award and recognition at the AAOHN National Conference.

Procedure

- Candidate must be nominated by **two** sponsors: the primary sponsor (must be an Active member of AAOHN) and a secondary sponsor (must be a professional in the field of OEHN, but is not required to be an AAOHN member). Self-nominations will not be accepted.
- All materials, both sponsor and candidate, must be submitted by **November 1**.
- AAOHN will notify all applicants of results via email prior to the AAOHN National Conference.

Selection Criteria

1. Candidates must show evidence of outstanding contributions to OEHN; including but not limited to the following:
    - Creative activities that have contributed to the field of OEHN in one or more of the following areas: clinical practice, education, research, management or policy areas.
    - Research or projects that have contributed to improvement in the field of OEHN.
    - Authorship of books, articles or other communication media that have significant implications.
    - Leadership - Active participation in AAOHN and other organizations at the local, state, national or international level.
    - Representation of AAOHN or the field of OEHN's in other professional organizations
    - Promotion of or expansion of professional development for OEHN's
    - Significant influence of legislative policy.
    - Professional development activities that have expanded expertise and/or career direction.
2. Candidates must provide evidence of potential to continue contributions to OEHN and AAOHN as evaluated by narrative responses, including:
    - Professional and personal development activities that expand expertise and professional direction.
    - Activities that reflect a broadening perspective of OEHN.
    - Contributions that address the goals and vision of AAOHN.

Instructions

Nominating Sponsors

- Nominating sponsors (primary and secondary) can nominate only **one** candidate per year.
- The primary sponsor must be an Active member of AAOHN. The secondary sponsor must be a professional in the field of OEHN, but is not required to be an AAOHN member.
- Sponsor statements should not exceed **two** 8 ½ x 11", typewritten, double-spaced, single-sided pages with 1" margins using 12 point font.
- Using the selection criteria, please cite specific evidence of the significance of the candidate's contributions, the scope of influence of their work and the sustainment of their commitment to OEHN.
- For all acronyms, provide full name of organization or program upon first use.

EMAIL entry by November 1 to: aaohngov@aaohn.org

Subject: AAOHN Fellowship Primary Sponsor Nomination or
AAOHN Fellowship Secondary Sponsor Nomination

Candidates

- Narrative responses should not total more than **ten** 8 ½ x 11", typewritten, double-spaced, single-sided pages with 1" margins using 12 point font.
- For all acronyms, provide full name of organization or program upon first use.

EMAIL entry by November 1 to: aaohngov@aaohn.org
Subject: AAOHN Fellowship Candidate Entry

Judging – Submissions will be judged based on a 150-point system. Each section indicates the maximum number of points that the candidate can earn based upon the content submitted.

25 Points Primary Sponsor's Statement

25 Points Secondary Sponsor's Statement

35 Points Contributions to OEHN

- Creative activities that have contributed to the field of OEHN in one or more of the following areas: clinical practice (5 points), education (5 points), research (5 points), management (5 points) and policy areas (5 points).
- Research or projects that have contributed to improvement in the field of OEHN. (5 Points)
- Authorship of books, articles or other communication media that have significant implications. (5 Points)

30 Points Leadership/Influence

- Active participation/promotion/leadership in AAOHN at the local, state, national or international level. (10 Points)
- Active leadership in other organizations including other nursing organizations, community groups (5 points)
- Representation of AAOHN or the field of OEHN's in other professional organizations (5 Points)
- Legislative action/policy promotion (5 Points)
- Promotion of or expansion of professional development for OEHN's (5 Points)

20 Points Professional Development

15 Points Goals/Vision – Continued Contribution to OEHN (should describe how accomplishment of goals contribute to the profession and mission of AAOHN)

- Professional and personal development activities that expand expertise and professional direction.(5 points)
- Activities that reflect a broadening perspective of OEHN. (5 points)
- Contributions that address the goals and vision of AAOHN. (5 points)

AAOHN FELLOWSHIP
SPONSOR NOMINATION FORM

I hereby nominate _____ as a candidate for AAOHN Fellowship Recognition. I have known the candidate for _____ years and am familiar with his/her contributions to the field of occupational and environmental health nursing.

Signature: _____ Date: _____

Primary Sponsor Information

SPONSOR NAME: _____ MEMBER # _____

PRESENT EMPLOYER & TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ EMAIL: _____

Secondary Sponsor Information

SPONSOR NAME: _____ MEMBER # _____

PRESENT EMPLOYER & TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ EMAIL: _____

Nominee Information

CANDIDATE NAME: _____

CITY & STATE: _____ TELEPHONE: _____

EMAIL: _____

Please check your entry carefully. **Incomplete entries will be disqualified.**

Please remember to **address each of the criteria for the award**. *(See award description for criteria).*

EMAIL entry by November 1 to: aaohngov@aaohn.org
Subject: AAOHN Fellowship Sponsor Nomination

AAOHN FELLOWSHIP
CANDIDATE ENTRY FORM

CANDIDATE NAME: _____ MEMBER # _____

DEGREES, PERTINENT CERTIFICATIONS, LICENSURE:

_____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PRESENT EMPLOYER & TITLE: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

Attach narrative response addressing each of the following criteria. Use the headings below in answering each question individually:

- **Contributions to Occupational and Environmental Health Nursing (OEHN)** (maximum 35 points) - Describe the overall contributions that you have made to the field of OEHN. Include achievements in such areas as clinical practice, education, research, management or policy. Refer to the Fellowship selection criteria for examples.
- **Leadership/Influence** (maximum 30 points) - Describe your leadership contributions. Include examples of your participation in one or more of the following groups: professional societies, community groups, organizations and charitable organizations. Briefly describe the organization if it is not widely known.
- **Professional Development** (maximum 20 points) – Describe how your involvement in professional and personal development opportunities enabled you to expand your areas of expertise and affect your professional direction successfully. Include how these opportunities have broadened your vision of OEHN and are reflected in your accomplishments.
- **Goals/Vision – Continued Contributions to the Profession and the Mission of AAOHN** (maximum 15 points) - Briefly state your goals for the future with an emphasis on your professional and personal growth. If you are selected as an AAOHN Fellow, describe how you would see your future role and responsibilities for advancing the profession of OEHN. Express your vision for the profession and address your potential for continuing contributions to the association and mission of AAOHN.

Please check your entry carefully. **Incomplete entries will be disqualified.**

Please remember to **address each of the criteria for the award**. *(See award description for criteria).*

EMAIL entry by November 1 to: aaohngov@aaohn.org
Subject: AAOHN Fellowship Candidate Entry

UL - AAOHN
Workplace Health and Safety Stewardship Award

Purpose

To recognize a licensed nurse practicing in the field of Occupational and Environmental Health Nursing who is dedicated to creating a culture of health and safety in the workplace. This award acknowledges an unsung hero who exemplifies the mission of UL, which is to protect and promote the well-being of workers, ensure organizational compliance and peace of mind, and drive measurable business improvement.

Applicants must be active members of the American Association of Occupational Health Nurses (AAOHN).

Eligibility

- Must be a licensed nurse actively practicing in the field of Occupational and Environmental Health Nursing, who interfaces directly with workers on a daily basis. Must be an active member of AAOHN.
- UL employees and associates are not eligible for the award.

Award Selection

Members of the AAOHN Awards/Recognition Review Panel will judge entries. The recipient will receive national recognition and a crystal award from UL senior leaders at the AAOHN National Conference.

Procedure

- Nomination form and supporting narrative must be submitted by **November 1. Only self nominations are accepted.**
- Any letter of recommendation provided must accompany the candidate application. Only one (1) letter will be accepted and should not exceed one (1) page. Recommendation letter is not required.
- AAOHN will notify the candidate via email upon receipt of the submission.
- AAOHN will notify all applicants of results via email prior to the AAOHN National Conference.

Selection Criteria

Candidates must show evidence of contributions to the field of Occupational and Environmental Health Nursing (OEHN) within the workplace.

- Demonstrate initiatives instrumental in creating a culture of health and safety.
- Demonstrate evidence-based and measureable results of OEHN projects or programs utilized within the workplace.
- Explain how your practice of OEHN is an added value to your organization and how it makes a positive impact on business performance.
- Describe professional development activities that expand your expertise and professional direction. Include future professional goals.
- Briefly describe your leadership style, specifically how it:
    - encourages an organization-wide culture of health and safety
    - motivates individual workers to embrace health and safety practices
    - inspires workers to adapt and integrate those practices into their personal lives
    - contributes to the sense of community

Instructions

- Candidates must complete the entry form provided by AAOHN.
- Candidates must submit a written narrative addressing each of the aforementioned criteria. Narrative responses should not exceed **four** 8½ x 11” typewritten, double-spaced, single-sided pages with 1” margins using 12 point font. For all acronyms, provide full name of organization or program upon first use.
- Complete application must be submitted by **November 1.**
- Incomplete or late entries will be disqualified.

UL - AAOHN
Workplace Health and Safety Stewardship Award

EMAIL entry by November 1 to: aaohngov@aaohn.org
Subject: UL – AAOHN WHS Stewardship Award

Judging
Submissions will be judged based on a 100-point system. Each section indicates the maximum number of points the candidate can earn based on the content submitted.

25 points	Description of initiatives that create a culture of health and safety
25 points	Demonstration of measurable results of OEHN projects and programs
20 points	Demonstration of OEHN's added value to the company and how OEHN makes a positive impact on business performance
20 points	Demonstration of leadership skills (i.e. style) that motivate workers to embrace health and safety practices, adapt and integrate those practices into their personal lives, and further develop a sense of community in the workplace
10 points	Future goals for expanding expertise and professional direction

UL - AAOHN
Workplace Health and Safety Stewardship Award
ENTRY FORM

CANDIDATE NAME: _____ MEMBER # _____

DEGREES, PERTINENT CERTIFICATES, LICENSURE:

_____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

EMPLOYER: _____

Attach narrative response addressing the following criteria. Use the headings below in answering each section individually:

- Demonstrate initiatives instrumental in creating a culture of health and safety. (25 points)
- Demonstrate evidence-based and measureable results of OEHN projects or programs utilized within the workplace. (25 points)
- Explain how your practice of OEHN is an added value to your organization and how it makes a positive impact on business performance. (20 points)
- Briefly describe your leadership style, specifically how it:
    - encourages an organization-wide culture of health and safety
    - motivates individual workers to embrace health and safety practices
    - inspires workers to adapt and integrate those practices into their personal lives
    - contributes to the sense of community

    (20 points)
- Describe professional development activities that expand your expertise and professional direction. Include future professional goals. (10 points)

Candidates must show evidence of contributions to the field of Occupational and Environmental Health Nursing (OEHN) within the workplace. Please check your entry carefully. **Incomplete entries will be disqualified**.

Please remember to: **address each of the criteria for the award** *(See award description for criteria).*

EMAIL entry by November 1 to: aaohngov@aaohn.org
Subject: UL - AAOHN WHS Stewardship Award

AAOHN LILLIAN G. CARTER HUMMANITARIAN AWARD

Purpose: To recognize a leader in the profession of occupational and environmental health nursing (OEHN) and the AAOHN, who has demonstrated outstanding accomplishments through significant contributions in nursing and humanitarian endeavors in local, national, or international arenas. As an AAOHN member, this individual has shown exemplary leadership, dedication, courage, and inspiration in making an impact on improving the lives of others. By offering this humanitarian award in honor of Mrs. Lillian Carter, AAOHN will be recognizing one of its dynamic members who has contributed in an exceptional way to his or her community at home or abroad.

Eligibility: Must be an **active** member of AAOHN.

Award Selection: Members of the AAOHN Awards/Recognition Review Panel will judge entries. The recipient will receive a crystal award and recognition at the AAOHN National Conference.

Procedure

Candidate must be nominated by an Active member of AAOHN. **Self-nominations will not be accepted**.

1 All materials, nomination forms and statements as well as candidate forms and statements, must be submitted by **November 1**.
2 AAOHN will notify all candidates and sponsors of results via email prior to the AAOHN National Conference.

Selection Criteria

1. Candidates must show evidence of outstanding contributions in the areas of volunteerism/ humanitarian efforts, leadership, courage, dedication and mentorship. These might include the following:.
    - Activities indicating humanitarian efforts designed to elevate awareness of social consciousness, promote the dignity of life, and improve the quality of life for the members of the community.
    - Projects and measureable results of contribution to humanitarian efforts
    - Demonstration of activities exemplifying courage in the face of adversity.
    - Detailed summary of active participation in volunteer and service organizations at the local, state, national or international level, and in AAOHN.
    - Professional development activities exemplifying mentorship of others both in the job site and in the community and educational endeavors to promote growth/development of others.
2. Candidates must show evidence of potential to continue contributions to be evaluated by narrative responses, including:
    - Professional and personal development activities that utilize expertise and professional direction in the areas of service to others
    - Authorship of books, articles or other communication media indicating activities designed with significant implications for humanitarian efforts.
    - Dedication: evidence of potential to continue humanitarian efforts.

Instructions

Nominating Sponsors

- Nominating sponsor can nominate only **one** candidate per year.
- The nominating sponsor must be an Active member of AAOHN.
- Sponsor statements should not exceed **two** 8 ½ x 11”, typewritten, double-spaced, single-sided pages with 1” margins using 12 point font.
- Using the selection criteria, please cite specific evidence of the significance of the candidate’s contributions, the scope of influence of their work and outcomes.
- For all acronyms, provide full name of organization or program upon fist use.

Candidates

- Narrative responses should not total more than **five** 8 ½ x 11", typewritten, double-spaced, single-sided pages with 1" margins using 12 point font.
- For all acronyms, provide full name of organization or program upon first use.

EMAIL entry by November 1 to: aaohngov@aaohn.org
Subject: AAOHN Lillian G. Carter Humanitarian Sponsor Nomination
Subject: AAOHN Lillian G. Carter Humanitarian Candidate Entry

Judging

Submissions will be judged based on a 100-point system. Each section indicates the maximum number of points that the candidate can earn based upon the content submitted.

25 Points	Contributions to humanitarian efforts
25 Points	Courage and actions in difficult situation
20 Points	Leadership
20 Points	Dedication, mentorship
10 Points	Future Goals reflecting intention to continue humanitarian efforts

AAOHN LILLIAN G. CARTER HUMANITARIAN AWARD SPONSOR NOMINATION FORM

I hereby nominate _____ as a candidate for AAOHN Lillian G. Carter Humanitarian Award. I have known the candidate for _____ years and am familiar with his/her contributions to the field of occupational and environmental health nursing and volunteerism/humanitarian endeavors.
Signature: _____ Date: _____

Sponsor Information

SPONSOR NAME: _____ MEMBER # _____

PRESENT EMPLOYER: _____

TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

Nominee Information

CANDIDATE NAME: _____

PRESENT EMPLOYER: _____

TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

Please check your entry carefully. **Incomplete entries will be disqualified.**

Please remember to **address each of the criteria for the award**. *(See award description for criteria).*

EMAIL entry by November 1 to: aaohngov@aaohn.org
Subject: Lillian G. Carter Humanitarian Award Sponsor Nomination

LILLIAN G. CARTER HUMANITARIAN AWARD CANDIDATE ENTRY FORM

CANDIDATE NAME: _____ MEMBER # _____

DEGREES, PERTINENT CERTIFICATIONS, LICENSURE:

_____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

Attach narrative response addressing the following criteria. Use the headings below in answering each question individually:

3. **Contributions to Humanitarian Efforts** (maximum 25 points) – Describe your contribution in the areas of volunteerism/ humanitarian efforts. These might include the following:
    - Activities indicating humanitarian efforts designed to elevate awareness of social consciousness, promote the dignity of life, and improve the quality of life for the members of the community.
    - Demonstration projects and measureable results of contribution to humanitarian efforts

- **Courage and Actions in Difficult Situation** (maximum 25 points) – Describe activities exemplifying courage in the face of adversity
- **Leadership** (maximum 20 points) – Provide a summary of your leadership contributions in volunteer and service organizations at the local, state, national or international level, and in AAOHN. Describe examples of your participation in one or more of the following groups: professional societies, community groups, organizations and charitable organizations. Briefly describe the organization if it is not widely known.
- **Dedication, Mentorship** (maximum 20 points) – Describe professional development activities exemplifying mentorship of others both in the job site and in the community and educational endeavors to promote growth/development of others.

4. **Future Goals reflecting intention to continue humanitarian efforts** (maximum 10 points) – Describe the potential to continue contributions, such as:
    - Professional and personal development activities that utilize expertise and professional direction in the areas of service to others
    - Authorship of books, articles or other communication media indicating activities designed with significant implications for humanitarian efforts.
    - Dedication: evidence of potential to continue humanitarian efforts.

Please check your entry carefully. **Incomplete entries will be disqualified.**

Please remember to **address each of the criteria for the award**. *(See award description for criteria).*

EMAIL entry by November 1 to: aaohngov@aaohn.org
Subject: Lillian G. Carter Humanitarian Award Candidate Entry