



American Society for Healthcare Engineering
A professional membership group of the
American Hospital Association

Excellence in Healthcare Facility Management Award

Criteria and Requirements

Deadline is September 7, 2018

Review the information listed below, missing information will deem your submission ineligible.

PREPARING AN APPLICATION

- Visit ashe.org/fmexcellence to download the 2018 application
- Complete all written sections of the application providing a concise but detailed answer to each question.
- Include the appropriate documentation required for each section.
- Compile and tab your submission for easy reference as noted below:
 1. **Section 1 - Award Application**
 - a. Official award application
 - b. Letter from CEO/COO
 - c. List of Team Members
 2. **Section 2 (Executive Summary)**
 3. **Section 3 (Written Documentation)**
 4. **Section 4 (Supporting Documentation)**
 - a. One (1) color high resolution (300 dpi) photo of the team representative
 - b. Four (4) photos of hospital building (outside/inside)

IMPORTANT

- **Your application must be submitted in the following format:**
One (1) PDF file of all documents sent by email to dtownsend@ashe.org

APPLICATION BY SECTIONS

SECTION 1 – Award Application

- **Award Application**
(Visit ashe.org/fmexcellence to download the 2018 application)
Complete the application form in its entirety. All information provided will be used for the preparation of the award. Be sure that all information is accurate and that the application is signed.
- **Letter from CEO/COO**
You must submit a letter from the health care organization/facility CEO/COO acknowledging and supporting the application and initiative.
- **Team Members**
Complete the Team Member Form, listing up to up to six (6) team members to be recognized on the official Team Member Form.

SECTION 2 – Executive Summary (500 words maximum)

Provide a summary of the overall initiative. Be sure to address the following in your summary:

- **Overall purpose/goal of the initiative.**
 - Identifies how performance is documented and measured to show mission level/financial impact.
 - Demonstrates a significant impact on patient care by facility operations and practices.
 - Provides sustainability and transferability of initiative.
 - Describe how the individual or team worked together to achieve its goal.
 - Describe obstacles encountered and how they were addressed.
 - List patient-centered benefits gained from the initiative.
 - Describe the financial implications to overall budget (positive/negative).

SECTION 3 – Written Documentation (500 words maximum for each question)

Answer the following questions, providing a concise but detailed response to each question.

1. **Describe how the individual or team initiative directly contributes to patient-centered goals at their organization.**
2. **Explain how the initiative has impacted operational efficiencies/processes. Provide information relative to at least one of the following:**
 - Sustainability/transferability of initiative to other health care facilities.
 - Improvement/innovation in health care facility management practices.
3. **Explain the metrics developed to support this project/initiative.**
4. **Provide information relative to each of the following, as appropriate.**
 - How initiative has enhanced staff productivity/efficiency.
 - Overall impact initiative has had on employee recruitment/retention.
 - Contribution initiative has made to local health care community.
 - How initiative has improved accessibility to health care services.
 - How initiative uses technology to improve efficiency and quality.

SECTION 4 – Supporting Documentation

All submissions ***must*** include the following photos (jpeg file format)

- One (1) color high resolution (300 dpi) photo of the team representative
- Four (4) photos of hospital building (outside/inside)

You can include up to five (5) additional photos/visuals specific to the project, to include:

- Charts
- Graphs
- Photos
- Drawings
- Floor plans
- Maps

QUESTIONS

Contact Darrin Townsend at 312-422-3827 or email at dtownsend@aha.org

Deadline your application is September 7, 2018