

# SMH Ambassador of the Quarter Nomination Form

Scott Memorial Hospital's mission is to provide the best health care services with compassion to all. Employees who consistently meet our Standards of Behavior AND exhibit **exemplary** (*over & above*) performance in the area of job duties and skills, focusing on:

*Attitude – Appearance – Response to Call Lights – Communication – Commitment to Co-Workers – Customer Waiting – Etiquette – Privacy – Safety Awareness – Sense of Ownership and a Genuine Commitment to our Mission, Vision and Values.*

are honored by being named "Ambassador of the Quarter"

When a Scott Memorial Hospital employee has "gone the extra mile" in the areas mention above, please let us know by completing this form and returning it to a member of the Employee Committee or the Human Resources office. Nominations are welcome from: Patients, Patients Families, Medical Staff, Employees and Board Members.

We encourage all of you to nominate someone this year whom you believe to be an Ambassador.

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## Ambassador of the Quarter Nomination Form

*(Please review guidelines on opposite side of page before completing. Also, please be very specific in your answers. Do your nominee justice by completing all areas below, avoiding general statements.)*

I believe \_\_\_\_\_ Hire Date \_\_\_\_\_ of the \_\_\_\_\_ Department  
(Name of Nominee)

is an excellent candidate for Ambassador of the Quarter at Scott Memorial Hospital.

*Please explain how the nominee exhibits exemplary performance in the areas of:*

Attitude: \_\_\_\_\_

Commitment to Guests: *Appearance, Call Lights, Customer Waiting, Etiquette*

Sense of Ownership:

Commitment to Co-workers:

Privacy and Safety:

Communication:

Signature of Nominator(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**Note:**

*The Employee Committee asks that if more than one person wants to nominate the same person for Ambassador of the Quarter, that all the nominators sign one nomination form. Cutting down on the paperwork makes the selection process easier. Thank you*

## **Scott Memorial Hospital Ambassador Guidelines**

- *Must be a direct employee of Scott Memorial Hospital.*
- *Must have been employed with the hospital for at least three months except for extraordinary instances.*
- *Must not have been selected as the Ambassador within the previous 24 months except for extraordinary instances.*
- *Must not have had a written disciplinary action within the last three years.*
- *Must be approved by the Senior Leadership and Human Resources.*
- *May not be planning to leave the organization within the following 3 months from the time of the voting.*