



CHESAPEAKE HEALTH EDUCATION PROGRAM, INC.
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April 8, 2001

To Whom It May Concern:

Please find enclosed, The Excellence In Service Award in the Workers' Compensation Field. The Chesapeake Health Education Program sponsors this award and the goal is to recognize an individual who has made a significant contribution in the field of workers' compensation. This award will be presented each year at the annual national Workers' Compensation Conference.

The 3rd Annual Federal Workers' Compensation Conference is August 21-24, 2001 in Chicago, Illinois at the Hyatt Regency on the Riverwalk. For more information about the conference and the Service Award please call us at 410.642.1857 or check our website, <http://www.wcc2001.chepinc.org>.

Sincerely,

Aimee Benton

Aimee Benton
Conference Planner

Attachment 1 - 5

A Consortium of Health Care Organizations

Chesapeake Health Education Program

The Excellence In Service Award in the Workers' Compensation Field

1. **PURPOSE:** The goal of the Excellence In Service Award sponsored by the Chesapeake Health Education Program (CHEP) is to recognize individual employees who have made a significant contribution in the field of workers' compensation. The purpose of the award is to encourage employees to strive for professional excellence in the field while successfully making positive efforts to advance the workers' compensation program. The award will be presented each year at the annual national Workers' Compensation Conference.
2. **SCOPE:** Nominations may accepted from Federal agencies or from the private sector. The deadline for submitting nominations to CHEP is the last day of June each year.
3. **DELEGATION OF AUTHORITY:** The delegation of award approval is vested with CHEP who is responsible for the administration of the award process. CHEP is responsible for the nomination, screening and approval process, which will include support from the Advisory Committee as needed.
4. **PROCEDURES:** Each year CHEP will issue an announcement soliciting nominations for the Award. Nominations may come from Federal Government Agencies or from the private sector. Notices will be mailed no later than March of each year with nominations due the last day of June of each year.

Those nominated should show a demonstrated record of outstanding accomplishments in the workers' compensation field or in the occupational medicine field supporting the Workers' Compensation Program.

Each nominee must meet the following workers' compensation criteria:

- a. The activities for which they were nominated were carried out as a part of the duties of their position.
- b. The activities were completed no more than two years prior to the current nomination.
- c. The nomination demonstrates implementation in at least one of the following:
 - Creation or development of programs or innovative approaches which manage the workers' compensation program.
 - Creation or development of innovative approaches in the use of assertive technology.
 - Creation or improvement of programs that support the rehabilitation process and facilitate the return of injured employees to work.

- The development or creation of new medical methods or programs that support the improvement of workers' compensation programs.
 - Development of programs that focus on quality case management, and quality control.
 - Expert application of established workers' compensation principals and procedures that support rehabilitation efforts, recovery process, return to work efforts and medical efforts to return injured workers.
 - Documented utilization of human resources in team building and customer service to ensure success of the rehabilitation process.
- d. The nominee demonstrates a positive outcome that is clear and measurable in at least two of the following areas:
- 1) An increase in the number of employees returning to work;
 - 2) Improvement in customer satisfaction and service;
 - 3) A decrease in re-injuries;
 - 4) Elimination of significant barriers for the injured employees;
 - 5) Demonstrated improvement in work-site modifications to assist the injured ability to return to work effort.

5. **RESPONSIBILITIES:** The CHEP and Advisory Committee will be responsible for evaluating nominations received and management of the award process. They will evaluate the merit of each individual nominated. If no one is considered qualified or meets the criteria for the award, within the nominating period, no award will be issued that year. The CHEP is responsible for funding the award each year.

NOMINATION FORM

1. Name of person, or organization making nomination

2. Address

3. Telephone Number

4. **Name of Nominee**

5. **Address of Nominee**

6. **Telephone Number**

7. Explain how nominee(s) professional duties involve service to injured workers

8. Describe nominee(s) specific effort to benefit injured workers in the following areas:

- a. Innovative approaches to improvise of medical care or placement;
- b. Work-site modifications or ergonomic approaches;
- c. Methods or initiatives demonstrated to secure the early involvement of injured workers in the rehabilitation process;
- d. Use of technology to facilitate the injury process;
- e. Positive effort to assist injured workers in their jobs and pay retention;

- f. Safety efforts and initiatives implemented to reduce re-injuries;
- g. Quality control efforts.

9. Expert application of innovative principles or procedures to improve the Workers Compensation Program.

10. Demonstrated efforts in Team Building, and Human Resources utilization of Workers' Compensation Program to improve the Workers' Compensation Program and the rehabilitation efforts of the injured employee.

11. Explain how the nominee achieved positive outcome clearly and measurable in the following areas:
- a. An increase in the number of injured workers returning to duty;
 - b. Improvement in customer satisfaction;
 - c. Decrease in re-injuries;
 - d. Elimination of barriers in the work-site.
