

POLICY/PROCEDURE NUMBER:

**D - 3.1**

DATE:            December, 2011	<b>SUBJECT: Hans Burgers Award for Outstanding Contribution to Healthcare Engineering - Terms of Reference</b>
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**TERMS OF REFERENCE**

**Hans Burgers Award for Outstanding Contribution to Healthcare Engineering**

1. The Hans Burger Award is an award to recognize an outstanding contribution to healthcare engineering by a Canadian Healthcare Engineering Society (CHES) member. The award may be granted annually to a CHES member which is judged by the Society to have the highest met criteria established for the award.
  
2. **Purpose**
  - 2.1 The purpose of the award is to recognize a CHES member as a mark of recognition of outstanding achievement in the field of healthcare engineering.
  - 2.2 To publicize this achievement through the CHES periodicals and other related publications.
  
3. **Eligibility**
  - 3.1 To be eligible for the award, the candidate must:
    - 3.1.1 Be a member of CHES. All members of CHES in good standing are eligible for the award.
    - 3.1.2 Be a resident of Canada.
    - 3.1.3 Demonstrate an achievement that is either a series of contributions or one outstanding contribution.
  
4. **Submission Requirements**
  - 4.1 Submissions for awards are to be delivered to the National Office of CHES no later than April 30<sup>th</sup> of the award year.
  - 4.2 Submission must include a letter of endorsement from the local CHES Chapter for the nomination.
  - 4.3 Submissions may include any Letters of Support from other members citing specific contributions and personal knowledge of how the nominee helped them or a project. These shall be separate attachments.
  - 4.4 National Office will review submission for compliance and if it is not compliant, National Office will notify submitters and allow for 48 hours to revise and resubmit.
  
5. **Judging**
  - 5.1 Submissions will be judged by the CHES National Membership Committee.
  - 5.2 The Membership Committee will review all submissions for compliance with the criteria, evaluate and score each submission.
  - 5.3 The Award sponsor may observe the Membership Committee judging process (including review, evaluation, scoring and selecting) but will not actually score or select the submissions. The record of scoring will not be shared with the sponsor.

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- 5.4 A record of the scoring to the criteria shall be confidentially maintained by the Membership Committee and made available only to the National Board upon request.
- 5.5 If the Membership Committee deems that none of the submissions for the award meet the expected criteria levels, they will recommend to the National Board that the Award not be presented that year.
- 5.6 Recommendation for the Award will be submitted in writing by the Membership Committee Chair to the CHES National Board of Directors for consideration.

## 6 Criteria

6.1 The following criteria will be used for judging of the submission:

- 6.1.1 Displays leadership in a CHES Chapter.
- 6.1.2 Demonstrates achievements and or impact to a healthcare facility and / or organization.
- 6.1.3 Dedicated volunteer time for CHES special events such as the Trade Show and Education Forum and or time serving a number of positions on CHES committees, Chapter and/or National Boards.
- 6.1.4 Demonstrates results in a special project that showcases leadership in healthcare facility and / or organization for other members.
- 6.1.5 Displays eagerness and enthusiasm to improve and benefit the CHES Chapter and / or CHES National organization.

## 7 Notification of Recipient

7.1 The following process will be used for notification of the award to the recipient:

- 7.1.1 The award recipient will be contacted by the CHES National Office by phone and advised of being selected for the award.
- 7.1.2 The CHES National Office will forward the formal letter, by mail and email, from the CHES President acknowledging the selection of the recipient for the award.
- 7.1.3 The National Office will copy the CHES President, the local CHES Chapter and endorser on the formal communications.
- 7.1.4 Once the letter has been sent, the Award Sponsor will be notified that they may contact the recipient.
- 7.1.5 The CHES National Office will send a formal letter via mail and email outlining the details of the Award and what expenses are covered by the award for the recipient(s) to attend and receive the award at the gala evening.

8 Award recipient will not make public any announcements until after the award is received at the gala evening.