

POLICY/PROCEDURE NUMBER:

D – 4.1

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TERMS OF REFERENCE

WAYNE MCLELLAN AWARD OF EXCELLENCE

1. The Wayne McLellan Award of Excellence is an award to recognize demonstrated leadership excellence by Canadian Healthcare Engineering Society (CHES) members in a Canadian healthcare facility. The award may be granted annually to a healthcare organization which is judged by the Society to have the highest met the criteria established for the award.

2. **PURPOSE**
 - 2.1. To recognize a healthcare organization employing CHES members that has demonstrated outstanding leadership success. Leadership success will be assessed in various areas including one or more of the following:
 - 2.1.1 the completion of a major capital project,
 - 2.1.2 an energy efficiency program,
 - 2.1.3 an environmental stewardship program,
 - 2.1.4 a response to an incident, and/or other facility management or
 - 2.1.5 a leadership program.
 - 2.2 To publicize this achievement through the CHES periodicals and other related publications.
 - 2.3 To assist CHES members in establishing benchmarks in facilities management and sharing best practices.

- 3 **GUIDELINES**
 - 3.1 *Note: The size of the healthcare organization or project/program is not a factor for qualifying for the award.*
 - 3.2 Clearly demonstrate how the project, incident response or program has enhanced the patient healing environment, staff productivity and enhanced visitor experience.
 - 3.3 All submissions must demonstrate applicability and ease of duplication to other healthcare facilities.
 - 3.4 Major capital projects must clearly demonstrate improvement of patient care or leadership in project management and delivery of a healthcare facility (new builds or renovations).
 - 3.5 Energy efficiency programs must clearly demonstrate annual savings achieved (i.e. energy consumption reduction, water savings, waste disposal or diversion initiative).
 - 3.6 Environmental stewardship program submissions must fully detail the cost of up front investments, savings (if any) to the facility and environmental benefits (i.e. GHG emission reductions, waste reduction/redirection/recycling, etc.).
 - 3.7 Response to natural disasters or incidents (internal or external) must demonstrate innovative and/or creative responses which will assist other facilities to plan their incident responses.
 - 3.8 Facility leadership programs must clearly demonstrate implementation of a new or improved management system or structure.

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3.9 Submissions must clearly outline the results of the improvements and impact of the project / program to the operation of the healthcare organization.

4 **SUBMISSION REQUIREMENTS**

- 4.1 Submissions for awards are to be delivered to the National Office of CHES no later than April 30th of the award year.
- 4.1 Submission must include a letter of endorsement from a senior management member of the nominated health care facility. The letter of endorsement must indicate the name, title and position of the senior management member, outline their understanding of the project impact and generally endorse the submission.
- 4.2 Submission must include a letter of endorsement from the local CHES Chapter for the nomination.
- 4.3 Chapters will be awarded points towards the President's award for any submissions from their chapter.
- 4.4 The nominator must be an employee of the nominated organization, government, or jurisdiction with oversight for the nominated organization.
- 4.5 Submissions may include up to three business references including one identified in the application form and 2 additional attachments. Additional documentation beyond this will not be scored.
- 4.6 Submissions must adhere to the word count maximums identified on the application form.
- 4.7 Only the CHES application form will be accepted as a nomination
- 4.8 National Office will review submission for compliance and if it is not compliant, National Office will notify submitters and allow for 5 business days to revise and resubmit.

5 **JUDGING**

- 5.1 Submissions will be judged by the CHES National Membership Committee.
- 5.2 Scoring is based on:
 - 5.2.1 Project Accomplishment, leadership commitment and support of healthcare engineering. (20 points)
 - 5.2.2 Achieved a level of success in the field of healthcare engineering and facility management. (20 points)
 - 5.2.3 Fosters a culture of conservation, infrastructure improvements and environmental responsibility. (20 points)
 - 5.2.4 Clearly displays innovation and/or impact of healthcare engineering. (20 Points)
 - 5.2.5 Delivery 10 points
 - 5.2.6 Enhanced client satisfaction 10 points
- 5.3 The Membership Committee will review all submissions for compliance with the criteria, evaluate and score each submission.
- 5.4 The Award Sponsor will observe the Membership Committee judging process (including review, evaluation, scoring and selecting) but will not actually score or select the submission.
- 5.5 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.

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5.6 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 for that year.

5.7 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 submissions:

- 6.1.1 Displays leadership, innovation and/or impact in the healthcare facilities engineering and management profession.
- 6.1.2 Demonstrates the results of the improvements and impact of the project / program to the operation of the healthcare organization (as endorsed by the facility senior management).
- 6.1.3 Demonstrates how it has led to an enhanced level of patient, public and staff satisfaction.
- 6.1.4 Demonstrates enhanced patient healing environment, staff productivity and enhanced visitor experience as related to the relevant submission area, as example:
- 6.1.5 Energy efficiency or environmental stewardship programs document outcomes.
- 6.1.6 Response to natural disasters or incidents (internal or external) show innovative and/or creative responses
- 6.1.7 Facility leadership programs demonstrate new or improved outcomes
- 6.1.8 Demonstrates applicability and ease of duplication to other healthcare organizations / facilities.

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 National Office by phone and advised of being selected for the award.
- 7.1.2 The 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 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.
- 7.1.6 Award recipient will not make public any announcements until after the award is received at the gala evening.

8 This Terms of Reference will be reviewed annually by the Committee.