



Dear Colleague,

Once again it is time to reflect upon the excellence you promote in the care of our elderly population and those employees who deserve to be recognized for exceeding our expectation in the care they provide. The New Jersey Association of Directors of Nursing Administration/LTC, Inc. is requesting nominees for its annual Employee of the Year in the following categories:

- DON/Wellness Nurse/Wellness Coordinator
- ADON
- RN Supervisor/Charge Nurse/Head Nurse/Clinical Care Coordinator
- Specialized RN positions (MDS Coordinator, Infection Control Coordinator, Staff Development Coordinator)
- LPN
- CNA/CHAA/GNA (Geriatric Nurses Aide)

Please take a few minutes to complete our streamlined application. Application must be postmarked by **March 15, 2008** and sent to NJADONA at the address below. There is no limit as to how many employees you may nominate. Please make copies of the application to meet your needs. The winners in each category will be invited, along with a guest, to attend our annual awards dinner. This year's awards dinner will be held at the Trump Taj Mahal in Atlantic City, NJ, on Monday, April 28, 2008 at 7:00 pm. Additional tickets may be purchased for \$50.00 each.

Thank you for taking the time to nominate your shining stars, we know from past experience they will be very appreciative!

See you at convention,
Sincerely,

Pat Alfano
Awards Committee Chairperson

NJADONA/LTC, Inc.
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NJADONA 2008 Employee of the Year Information

Purpose:

To recognize individuals who have demonstrated excellence in Long Term Care, and who provide outstanding care or related services and going above the call of duty.

Eligibility:

- Have made a significant contribution in LTC.
- Have demonstrated outstanding performance or relevant and/or technical skills practiced in their area of expertise.
- Have demonstrated leadership abilities.
- One person at the facility holds a current membership in NADONA/NJADONA.

Criteria:

- Adherence to facility policy and procedures.
- Adherence to standards of practice appropriate to their area.
- Advocator of quality care and residents rights.
- Evidence of ongoing education (formal or informal) in their practice area.
- Outstanding attendance and performance records.
- Dedication to the facility and field of Geriatrics.

Process:

- Must be nominated by a member of NJADONA.
- Candidate will be selected by a committee of 5 members receiving numbered applications only. All names are removed before being sent to the committee.
- Selections are made on a preset point system.
- Patron members and former DON winners will select the DON/Wellness winner.
- Awards will be presented April 28, 2008 at the NJADONA convention.



NJADONA 2008 Employee of the year Application

Name of Nominee: _____

Address: _____

City: _____ St: _____ Zip: _____

Phone: _____

Position: _____

Hire Date: _____

Facility name: _____

Contact person at facility: _____

Phone: _____ email: _____

1. Attach letters of recommendation, ***at least two are required***, please include the contributions that this nominee has made to the facility and/or the profession of long term care and why this nominee is so special. *(One letter must be from a resident or the residents' family member/friend/care giver and one letter must be from a supervisor.)*

2. Please list the nominee's performance score for their annual evaluation for:

2006 _____

2007 _____

(If you do not give a number score, please list the words used to describe their evaluation, i.e.: exceptional, above average, outstanding,)

3. List the total number of inservice hours acquired by this nominee for the years listed.

2006 _____ hours

2007 _____ hours

4. List committees and or organizations of which this nominee has been a member. (Include in house and outside affiliations)(Attach additional paper if needed)

- a.
- b.
- c.
- d.

5. List any certificates, awards or academic degrees held by this candidate.

- a.
- b.
- c.
- d.