



Unsung Heroes Nomination Form

One of William Newton Hospital's Difference Makers recognitions, the recipient of the Unsung Heroes award is a department that is making a difference, yet receives little recognition, and usually refrains from claiming too much in return. Unsung Heroes are a dedicated, gracious, exceptional, extraordinary, and remarkable department committed to providing excellent care and/or customer service to our patients, community, and each other.

This award, given twice a year, recognizes the outstanding efforts that have substantially benefitted the patients, staff, and organization. Nominations will be accepted in April and November. Honorees will be announced respectively during Hospital Week in May and at the WNH employee Christmas party in December. Any department that has not been named Unsung Heroes in the last three years can be nominated.

Nominations are given to departments by other departments. It is advised to solicit feedback from employees at department meetings and decide as a group.

The honored department receives:

- Department name listed on a cumulative plaque, with the current honoree featured in a photo
- Celebration with a sub sandwich bar for the department
- A celebratory banner hung in the department for a month
- Recognition in the Exchange newsletter
- Recognition at Hospital Week picnic and/or WNH employee Christmas party
- Recognition on William Newton Hospital social media

Nomination criteria:

WNH invites you to nominate a department who has made a real difference for our organization. The hospital management team will review all nominations and select a winner.

The nominees shall exemplify the following:

- The nominee demonstrates WNH Standards of Performance.
- The nominee shall have demonstrated exceptional service to the organization.
- The nominee shall exemplify dedication to enhancing service to the patients, staff and community.
- The nominee shall possess a strong interest and commitment to the patients, staff and community partners.
- The nominee shall inspire and promote excellence in others.
- The nominee shall always be looking at the impact of the greater good when seeking a solution to benefit the organization, patients and community.
- The nominee demonstrates a 'can do' spirit.

(over)

Please complete the following information regarding your nomination for the Unsung Heroes Award. Specific examples, quotes from colleagues, patients and community help the committee understand the impact a nominee has made.

Who are you nominating?

Department: _____

Why should your nominee be recognized?

1. What are your nominee's greatest achievements in assisting WNH and enhancing the service to our patients, staff and community?

2. Please detail how the nominee makes themselves indispensable to WNH?

3. Please provide specific examples and descriptions that demonstrate how the nominee inspires other and encourages excellence throughout the organization.

4. Please provide some testimonials or other stories about the nominee's impact or stellar performance.

5. Please provide any additional comments or information that you feel would help the committee better understand the nominee.

Department Director Signature

Date