

**2016 COAST GUARD ANNUAL HEALTH CARE
AWARDS NOMINATION PROCESS:
Independent Duty Health Services Technician of the Year (IDHSOY)
Health Services Technician of the Year (HSOY)
Health Care Facility of the Year (HCFOY)**

1. Independent Duty Health Services Technician of the Year Award. The annual Independent Duty Health Services Technician of the Year (IDHSOY) Award is intended to recognize sustained outstanding individual performance and contribution in direct patient care for the previous calendar year. One IDHSOY Award (afloat or ashore) will be awarded. The following factors will be considered: sick call, medevacs/urgent care, supply, ancillary services, patient education, TRICARE, public relations, quality improvement programs, medical readiness of his or her unit, and collateral duties.

a. Eligibility Requirements. To be eligible for this award, individuals must meet the following minimum criteria:

- (1) Be a member of the Coast Guard (active duty or reserve) as an Independent duty "C" school trained Health Services Technician in pay grade E-5 through E-7.
- (2) Be involved in all aspects of patient care management for the majority of the period;
- (3) Be an exemplary Health Services Technician.

b. Recommendations. Commanding Officers recommending individuals for this award shall liaison with their respective District Regional Practice (RP) Senior Independent Health Services Technician (SIDHS) for validating the accuracy of nomination package based on the IDHS' performance during the last year (e.g., results from the last compliance inspection and interactions with the Designated Medical Officer Advisor (DMOA) and Regional Pharmacy Executive (RPE)). A nomination memorandum should be submitted to the Health, Safety, & Work-Life Service Center (HSWL SC). The memorandum must include the following:

- (1) A narrative account of the individual's achievements that deserve recognition;
- (2) A copy of the individual's performance evaluation(s) for the year; and
- (3) A statement that the member has no pending Uniform Code of Military Justice (UCMJ) action.

c. District RP SIDHS will: (1) liaison with the unit command cadre to address any validation concerns, (2) enter all IDHSOY nominees into an excel spreadsheet and (3) will submit all IDHSOY packages to the HSWL SC Operational Medicine SIDHS, HSCM.

d. HSWL-SC will: (1) ensure all IDHSOY nominees meet the criteria outlined above, (2) convene a selection board consisting of three HSCMs, one MED CWO, and one PHS Officer (Medical or Dental), (3) submit the top three IDHSOY nomination packages to Commandant (CG-1121). A spreadsheet of the IDHSOY submissions will also be sent to Commandant (CG-1121).

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e. Presentation. The Director of Health, Safety, and Work Life, Commandant (CG-11) will convene a board to review the top three recommendations and select the most deserving individual, and coordinate the presentation of the award. The awardee will receive a plaque, a congratulatory letter from Commandant (CG-11), and will also be automatically nominated for the Lewis Seaman Award for Outstanding Operational Support. This is an annual award for enlisted personnel presented by the Association of Military Surgeons of the United States (AMSUS). All other HSWL-SC selected nominees will receive a letter from Commandant (CG-11) congratulating them on their outstanding contribution to the Health Services Program.

f. Timeline: An ALCOAST will be released in February of the following calendar year requesting that nominations be received by HSWL SC NLT the first business day in April. HSWL SC will then submit their top recommendations to Commandant (CG-1121) to arrive no later than the first Monday in May. The winner will be announced NLT the last business day in May.

2. Health Services Technician of the Year Award. This annual award is intended to recognize sustained outstanding individual performance and contribution in all facets of the patient care continuum for health services technicians assigned to a multi-staffed clinic or an administrative position (HSWL SC/ TRACEN Petaluma instructor/ Military Entrance Processing Stations/ Health Benefits Advisor) during the previous calendar year. The following factors will be considered: patient care, urgent care, supply, temporary assigned duty (TAD) for mission critical backfills and national contingencies, ancillary services, patient education, TRICARE functions, administrative functions, quality improvement programs, and collateral duties.

a. Eligibility Requirements. To be eligible for this award, individuals must meet the following minimum criteria:

- (1) Be a member of the Coast Guard (active duty or reserve) as a Health Services Technician in pay grade E-7 or below;
- (2) Be involved in all aspects of patient care, or administratively managing all aspects of Coast Guard members for the majority of the period; and
- (3) Be an exemplary Health Services Technician.

b. Recommendations. Commanding Officers recommending individuals for this award shall submit a nomination memorandum through their respective District (RP) SIDHS for the purpose of tracking all district wide nominees to HSWL SC. The memorandum must include the following:

- (1) A narrative account of the individual's achievements that deserve recognition;
- (2) A copy of the individual's performance evaluation(s) for the year; and
- (3) A statement that the member has no pending UCMJ action.

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c. District RP SIDHS will: (1) liaison with the unit command cadre to address any concerns, (2) enter all HSOY nominees into an excel spreadsheet, and (3) submit all HSOY to the HSWL SC Chief Enlisted Clinical Staff, HSCM.

d. HSWL-SC will: (1) ensure all HSOY nominees meet the criteria outlined above, (2) convene a selection board consisting of three HSCMs, one MED CWO, and one PHS Officer (Medical or Dental) (3) submit top three HSOY nomination packages to Commandant (CG-1121). A spreadsheet of the HSOY submissions will also be sent to Commandant (CG-1121).

e. Presentation. The Director of Health, Safety, and Work Life, Commandant (CG-11) will convene a board to review the top three recommendations and select the most deserving individual, and coordinate the presentation of the award. The awardee will receive a plaque, a congratulatory letter from Commandant (CG-11), and will be automatically nominated for the Lewis Seaman Award for Outstanding Operational Support. This is an annual award for enlisted personnel presented by the Association of Military Surgeons of the United States (AMSUS). All other HSWL-SC selected nominees will receive a letter from Commandant (CG-11) congratulating them on their outstanding contribution to the Health Services Program.

f. Timeline: An ALCOAST will be released in February of the following calendar year requesting that nominations must be received by HSWL SC NLT the first business day in April. HSWL SC will then submit their top recommendations to Commandant (CG-1121) to arrive no later than the first Monday in May. The winner will be announced NLT the last business day in May.

3. Health Care Facility of the Year Award. The Health Care Facility of the Year Award is presented annually to recognize outstanding performance and contribution by a Coast Guard health care facility for the previous calendar year.

a. Eligibility Requirements. The following factors will be considered:

- (1) Patient Care. Providing the maximum amount and type of health care possible based upon the type of facility and available resources and staffing. This includes, but is not limited to, pharmacy support and prescriptions filled, physical examinations, outpatient services, physical therapy, TRICARE advice, immunizations, laboratory, and radiology. Temporary Assigned Duty (TAD) support provided by the clinic staff during the last year will be considered (e.g. Medical Officer, IDHS, and HS support for mission critical backfills and national contingencies).
- (2) Urgent Care. Responding to requests for urgent health care, such as providing health services personnel for TDY, Duty Flight Surgeon responding to requests for medical advice, and coordination with medical evaluations.

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- (3) Occupational Medical Surveillance and Evaluation (OMSEP). Providing health care support to the OMSEP, such as performing physicals, conducting training in various aspects of occupational disease hazards and their prevention, monitoring the hearing conservation program, and OMSEP compliance data.
 - (4) Patient Education. Providing training and education to beneficiaries enabling them to become more informed health care consumers. This could be informing small or large groups of the hazards of smoking, weight control, functional movement assessments, and nutrition support. This education could be accomplished by any appropriate training methodology.
 - (5) Unit or Community Affairs and Public Relations. Providing support to activities which benefit the unit or community such as health fairs, scout physicals, school physicals, providing articles dealing with services available at the facility, or health care related topics for unit or community paper. Consideration will be given for the clinic's role in maintaining the morale and welfare of all beneficiaries and not just the active duty population.
 - (6) Cost Containment. Seeking ways to control health care costs without reducing services. To ensure pharmaceuticals and supplies are procured, utilizing cost efficient methods.
 - (7) Quality Improvement. Supports and carries out quality improvement initiatives including quality improvement studies and performance on Healthcare Process Assessment Program (HPAP) surveys and Accreditation Association for Ambulatory Health Care (AAAHC) accreditation surveys.
 - (8) Clinic readiness data for their unit and units within the clinic's area of responsibility (AOR). Efforts showing improved reserve readiness will be noted. This data should include number of patients enrolled to the clinic, number of members in the clinic's AOR, and the total medical readiness for both populations.
- b. Recommendations. Commanding Officers recommending their health care facility must submit a nomination package, not to exceed four pages, to HSWL SC NLT the first business day in April. HSWL SC will then forward their top two recommendations to Commandant (CG-1121) to arrive NLT the first Monday in May. The package must include the following:
- (1) A memorandum nominating their health care facility and describing the health care facility's achievements;
 - (2) A copy of the unit's cover page and summary from their recent HPAP and AAAHC surveys; and

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- (3) Copies of unit or community newspaper articles, or letters from beneficiaries that describe commendatory action(s) by the facility.
- c. Presentation. The Director of Health, Safety, and Work-Life, Commandant (CG-11) will convene a board consisting of HSWL SC and Commandant (CG-11) staff and review all recommendations to select the most deserving health care facility, and coordinate the presentation of the award. The clinic will receive a plaque and congratulatory letter from Commandant (CG-11).