****

**Frontline Healthcare Worker Champion**

**Recognition Program**

**2018 NOMINATION FORM**

CareerSTAT’s [Frontline Healthcare Worker Champion Program](https://nationalfund.org/initiatives/careerstat/frontline-health-care-champions/) recognizes organizations making significant investments in their frontline workers. Organizations are selected for using workforce development strategies that promote frontline career progression and provide workers with accessible training and skills development opportunities. Representing healthcare organizations from across the country, Frontline Healthcare Worker Champions demonstrate best practices presented in the *CareerSTAT* [*Guide to Investing in the Frontline Healthcare Workforce*](https://nationalfund.org/learning-evaluation/publications/guide-to-investing-in-frontline-health-care-workers/).

Selection as a Frontline Healthcare Worker Champion gives employers national recognition for their workforce development programs. Each organization receives customized [marketing materials](https://nationalfund.org/initiatives/careerstat/frontline-health-care-champions/), is featured on National Fund for Workforce Solutions [website](http://www.nationalfund.org/), invited to promote programs through speaking opportunities and conference presentations and provided access to peer learning and technical assistance to further their advancement programs.

**AWARD CATEGORIES**

**Champions**

The top award from CareerSTAT recognizes national leaders investing in the skill and career development of their employees. These organization meet all of recognition criteria listed below.

**Emerging Champions**

This award recognizes employers who are in the earlier stages of investing in the skill and career development of their employees. They meet some, but not all, of CareerSTAT’s recognition criteria. Emerging Champions gain access to technical assistance to help advance their programs.

**RECOGNTION CRITERIA**

* **Eligibility:** Individual employers, healthcare workforce collaboratives and labor-management partnerships are all eligible to apply to the recognition program.
* **Programming:** Workforce development programs are in operation at least 2 years. Program design includes at least three characteristics that making learning and advancement assessable to frontline workers. Examples include on-site career and skill development programing, paid release time, tuition assistance, transportation, career coaching, and tutoring.
* **Scale:** At least 50 workers or 10% of total frontline workers participate in at least one program.
* **Data Collection and Outcomes:** Employer collects program and participant data, including training outcomes, credential attainment, career advancement, wage progression, and business impact or Return on Investment (ROI) data demonstrating benefit to employer.
* **Sustainability and Operations:** Program demonstrates senior leader support, plans for growth and expansion, sustained organizational support through dedicated operating funds, dedicated staff devoted to workforce development.
* **Impact:** Ability to share individual story of an employee who benefited directly from the program.

**HOW TO APPLY?**

Below, please find a list of questions that will be asked on the survey. It is recommended that you type your responses to the questions listed below and then copy and paste your responses in the appropriate places in the online nomination survey. Respondents should plan to complete the online survey in one session. Closing the survey will delete your responses.

**All nomination forms must be submitted through the** [**online survey**](https://www.surveymonkey.com/s/2015CareerSTAT) **by Friday, March 30, 2018**

Please email Kelly Aiken, Vice President and CareerSTAT Director, at kaiken@nationalfund.org if you have any questions about applying to the recognition program.

**NOMINATION FORM QUESTIONS**

**Organization Information**

1. **Please complete the following information:**
* Organization name
* Type of organization (hospital, healthcare system, long term care, home care, community health center, primary care, healthcare partnership, etc.)
* Description of organization (# of beds, communities served, types of services, etc.)
* Organization address
* President or CEO name and title
* Name and title of person submitting nomination
* Email address of person submitting nomination (main contact for questions regarding nomination)
* Name of organization’s PR/Communication contact
* Email address of organization’s PR/Communications contact
* Website of organization
* Is your organization a member of a healthcare industry partnership in your community? If yes, please provide name:

**Narrative Summary**

1. **Narrative Summary: In 500 words or less, please provide a high-level overview of your program.** Describe the investment your organization is making in developing the skills and career advancement opportunities for frontline workers. Please describe WHY this investment is important to your organization and how your organization distinguishes itself in making skill and career development opportunities available for frontline workers.

**Program Information**

1. Please describe each of your organization’s workforce development programs targeted towards the following populations and the program’s major accomplishments, including the number of people who have participated:
	* incumbent frontline workers
	* local community members (underrepresented individuals, persons with disabilities, returning citizens, etc.)
	* youth and young adults
2. **Employer practices that make skill and career development accessible to workers.**  Please respond with a "yes" or "no" or “planning to offer” for each service listed below. *Champion and Employer Champion organizations offer at least three of the following employer practices.*

***Accessible Training and Educational Programs***

* Offers flexible skill and career development learning options (onsite, online or hybrid options)
* Provides academic readiness programming (e.g., Bridge programs, tutoring)
* Provides work-based learning opportunities (on-the-job training, registered apprenticeship, etc.)

***Career Development***

* Provides career coaching services for frontline workers
* Provides career exploration tools and opportunities
* Conducts employee skill and educational assessments
* Provides academic counseling for frontline workers
* Provides case management for frontline workers to access support services
* Maintains transparent career ladders that enable workers to advance to higher-skill, higher-paying job opportunities within the organization
* Trains supervisors to support career development of frontline workers

***Supportive Polices***

* Provides transportation for frontline workers to skill and career development opportunities
* Makes tuition assistance more accessible for frontline workers (e.g., upfront payment options, covers cost of earning a certificate, etc.)
* Covers partial or full cost of skill and career development opportunities for frontline workers
* Provides partial or full paid release time to frontline workers for skill and career development opportunities

**Scale of Program**

*Champions must have at least 50 people or 10% of frontline workers participating in at least one program each year. Emerging Champions should have plans to reach this scale of programming. Frontline workers are defined as individuals working in jobs requiring an Associate Degree or less.*

1. How many people are employed by the organization?
2. How many frontline workers are employed by the organization?
3. In the last year, how many frontline workers or applicants participated in your skill and career development programs?
4. Overall, how many frontline workers or applicants participated in your skill and career development programs?

**Data Collection and Outcomes**

*To demonstrate impact, it is important for employers to collect and analyze different types of data. Champion organizations must collect data in at least 2 of the 4 areas below (questions 7-10) and demonstrate their ability to communicate positive outcomes. Emerging Champions must collect data in at least 1 of the 4 areas.*

1. **Training Outcomes: Does your organization collect data on training outcomes** (e.g., who/how many passed the class, etc)
* Yes or No
* If yes, please share training outcomes from the most recent year for which data is available (please state the year)
1. **Credential Attainment:** Collects data on transferable credential attainment (e.g., degree, professional certification)
* Yes or No
* If yes, please share credential attainment outcomes from the most recent year applicable (please state the year)
1. **Job Placement and Advancement:** Collects data on job placement and advancement (e.g., how many people were promoted or received salary increases as a result of your program).
* Yes or No
* If yes, please share advancement outcomes from the most recent year applicable (please state the year)
1. **Business Impact:** Collects data on benefits and/or business impact that demonstrates benefit to the organization (e.g. reduced turnover, lower recruitment costs). If so, please share any supporting data.
* Yes or No
* If yes, please share available data and dates
	+ Workforce availability (vacancy rates, reduced turnover, lower recruitment costs)
	+ Employee engagement (engagement and satisfaction measures)
	+ Diversity and community impact (diversity of workforce, local hire rates)
	+ Patient experience (HCAHPS scores)
	+ Quality and safety (medical error rates, readmission rates)
1. **Please share any other data you collect or other successful program outcomes.**

**Sustainability and Operations**

*Champions have supported programs for at least two years and typically have at least 50 percent of current programming funded through operating funds or a compelling plan for sustainability and can demonstrate strong leadership support. Emerging Champions have supported programs for at least two years, have less than 50% of current programming funded through operating funds, may lack a sustainability plan, but can still demonstrate strong leadership support.*

1. **When did you start providing supportive training programs for frontline workers?** (Program should be at least two years old).
2. **Have these frontline worker training programs grown or expanded over time? If yes, please specify how?**
* Yes or No
1. **What percentage of your current programming is funded through operating funds (as opposed to funds from outside your organization such as grant funds)?**
* 0-25%
* 26-50%
* 51-75%
* 76-100%
1. **How many Full-Time Equivalents (FTE) do you have devoted to frontline workforce development programs in your organization?**
2. **Tell us about your sustainability plans. Please check all that apply to your organization:**

|  |
| --- |
| * In the process of developing a plan to sustain programming
* Developed a plan to sustain programming
* Has support from senior leadership in your organization
1. **In 100 words or less, please share more details about your organization’s sustainability plan.**

**Impact of your Program on Individuals and their Families**Please share a frontline worker success story. You may write the story below or share a short 1 minute video. Please note the video does not need to be a professional product. It may be captured with a smart phone.  |

1. **In 300 words or less, please share the story of one person who has benefitted significantly from your programs. Please provide a quote from a frontline worker that highlights the impact the program has had on their life/career.**

**Use of Materials**

CareerSTAT will produce a profile of each organization designated as a Champion or Emerging Champion. The information provided in the nomination form, logo and pictures will be used to develop each profile. Each organization will review and provide final approval on format and content. The profiles will reside on the National Fund for Workforce Solutions website. See example: <https://nationalfund.org/initiatives/careerstat/frontline-health-care-champions/>

**Other materials to be submitted**

**As soon as you have submitted this form, please submit the following information via email directly to Kelly Aiken, CareerSTAT Director, kaiken@nationalfund.org and** **info@nationalfund.org****.**

* A signed letter of support for this nomination from your President or CEO
* A photo of your President or CEO
* A photo of the frontline worker featured in #18. If submitting a video, the photo is not necessary. (Please note that CareerSTAT asks organizations to obtain written permission to use the photo and/or video)
* Additional photos featuring your workforce development program (Please note that CareerSTAT asks organizations to obtain written permission to use the photo)
* Your organization's logo (jpg. or eps.)