

Rewards and Recognition

Assessment Form: Administrative Leaders

The purpose of this form

This assessment form is designed to help identify opportunities to improve existing reward and recognition programs and develop new opportunities to reward and recognize your staff.

Who should complete this form

Administrative Leaders (e.g., Executive leaders, C-suite members, Medical Directors, Division Leads, Department Chairs)

How to use this form

This form will ask you questions about the rewards and recognition that are offered currently or that you would like to be offered at your hospital. Questions will address four types of rewards and recognition:

1. Rewards that are currently offered
2. Recognition that is currently offered
3. Opportunities to improve current rewards and recognition
4. New rewards and recognition
5. Additional comments

Please use the space available to provide your perspective about the rewards and recognition on your unit. Answering these questions will provide a structured approach to help guide you to identify opportunities to enhance the rewards and recognition offered on your unit.

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Name (optional) _____

Job title _____

Unit _____

Date _____

Rewards are tangible incentives used to motivate high performance in individuals and may take the form of things like paid time off (i.e. monetary), gift cards (i.e., tokens of appreciation), or trophies and certificates (i.e., emblematic).

Recognition is an acknowledgment of high performance communicated to individuals, either publicly or privately. These are typically non-financial, like a temporary or permanent title, and sometimes occur in concert with rewards.

Administrative Leaders can develop more than just a single reward or recognition, and they can implement reward and recognition programs that can support a culture of rewarding and recognizing employees for high performance.

Existing Rewards and Recognition for HAI Prevention

1. What *rewards* for HAI prevention are you aware of in your hospital?

Who delivers these rewards?

How frequently are they awarded?

Who hears about it when someone receives a reward?

How much do these rewards cost? And who pays this cost?

Are the evaluation criteria for these rewards clearly communicated?

2. What *recognition* for HAI prevention are you aware of in your hospital?

Who delivers the recognition?

How frequently is recognition offered?

Who hears about it when someone is recognized?

How much does the recognition cost? And who pays this cost?

Are the evaluation criteria for the recognition clearly communicated?

3. In going through this process, are there any opportunities to improve the existing rewards and recognition (i.e., change how they delivered, frequency, audience, cost, specificity of evaluation criteria)?

New Rewards and Recognition for HAI Prevention

4. Are there additional rewards or recognition that you would like to offer in your hospital?

Who will deliver the reward/recognition?

How frequently will it be offered?

Who else will hear about it?

How much will it cost?

Does anyone need to approve this cost?

How will you select the recipient?

How will you communicate the selection process?

5. Additional comments
