

ABOUT THE AWARD

Individuals may nominate themselves or someone else for this award.

This award recognizes a Sterile Processing (SP) **supervisor, manager, director, or equivalent**, who has demonstrated exceptional leadership qualities and has made significant contributions to their team, department and facility.

Nominees will be evaluated on a typewritten essay and at least two letters of recommendation. The essay should specifically address the nominee's leadership strengths. This may include their ability to effectively inspire, mentor and support their team to achieve positive outcomes; foster an environment of collaboration to advance service quality and patient safety initiatives; engage in effective problem-solving; and promote pride and continuing excellence within the department.

The recipient of this award will be recognized during the 2025 HSPA Conference, and will receive an engraved plaque and a monetary award in the amount of \$1,000.

Please note: a person may not be the recipient of this award for two consecutive years.

SECTION 1: **NOMINEE INFORMATION**

Name: _____

Title: _____

Facility: _____

Facility Address: _____

Facility City/State/Zip: _____

Facility Telephone: _____

Facility Email: _____

SECTION 2: **NOMINATOR INFORMATION** (if different from Nominee)

Name: _____

Title: _____

Facility: _____

Facility Email: _____

SECTION 3: **ELIGIBILITY REQUIREMENTS**

Please confirm the nominee's eligibility by checking the boxes below and attesting to their eligibility:

- Nominee has been an active member of HSPA in good standing for at least one year
- Nominee has been employed in the SP field for a minimum of three years
- Nominee is being nominated by someone within their facility (unless a self-nomination)

SECTION 4: **DOCUMENTATION REQUIREMENTS**

Nominations for this award must include the following:

- Essay explaining why the nominee should receive this award. The essay should include examples of how the nominee has demonstrated exceptional leadership qualities within the profession, and has made significant contributions to their team, department and facility. This may include their ability to:
 - ◆ Effectively inspire, mentor and support their team to achieve positive outcomes
 - ◆ Foster an environment of collaboration to advance service quality and patient safety initiatives
 - ◆ Engage in effective problem-solving
 - ◆ Promote pride and continuing excellence within the department
- At least two letters of recommendation from current or former SP employees, managers, administrators or other healthcare professionals. *Note: No more than four letters will be reviewed.*

SECTION 5: **SUBMISSION OF APPLICATION AND SUPPORTING DOCUMENTS**

Please submit this application and supporting documents to:

Mail: **HSPA**
c/o Awards Committee
55 West Wacker Drive, Suite 501
Chicago, IL 60601

Fax: **312.440.9474**
Email: **awards@myhspa.org**

DEADLINE: JANUARY 24, 2025

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