

CHLM Employer of Excellence Awards

2019 Application Guidelines

Introduction

The AAPA Center for Healthcare Leadership and Management's (CHLM) annual Employer of Excellence Awards:

- Recognize and showcase PA employers that have implemented practices and protocols that create a PA-positive environment and encourage collaborative provider teams; and
- Inspire all PA employers to identify the key drivers of engagement for PAs and develop work environments that enhance the utilization of PAs.

These prestigious awards honor employers that are committed to empowering PAs, supporting their professional development, promoting mutual respect, and facilitating effective communication and collaboration among all providers. Awardees will demonstrate a commitment to recruiting and retaining qualified and competent PAs through the intentional development of positive work environments.

Award Benefits

Employer of Excellence Awardees will be honored with a winner's package that includes:

- Recognition as an Employer of Excellence for two years (one application cycle)
- Award presentation at the General Session during AAPA Conference 2019 in Denver, CO, May 18-22
- A reception with AAPA and CHLM leadership during AAPA Conference 2019
- Professional video footage captured during AAPA Conference 2019 for AAPA/CHLM promotional use
- An article to be posted on AAPA and CHLM websites and promoted on AAPA marketing channels
- A press release to be distributed to select target markets
- Additional featured promotions on CHLM and/or AAPA websites
- A communications and marketing toolkit with Employer of Excellence branding guidelines, sample social media posts, communications media messages, graphics and a template press release

Additional Benefits

Organizations recognized as Employers of Excellence for their success in creating workplaces with high PA engagement and satisfaction will be more likely to benefit from:

- enhanced recruitment of highly qualified PAs from across the country,
- increased retention rates and reduced turnover rates among PAs,
- serving as a resource in communicating to patients that engaged, involved, and satisfied PAs lead to better patient care and quality outcomes; and,
- being showcased as model PA employers in the healthcare industry, providing opportunities to share their stories of effective team practice and PA-positive work environments.

Eligibility

Any organization located in the United States employing 10 or more PAs is eligible to apply for the Employer of Excellence Awards.

Award Criteria

CHLM partnered with HealthStream to better understand what PAs value in their place of employment and identified **5 Key Drivers of PA Retention and Engagement** as the criteria for the awards.

Applicants will be judged on their ability to demonstrate progress and impact in the following areas:

1. A positive and supportive PA work environment

Examples may include:

- Leadership training for PAs
- Formalized onboarding of new employees
- Opportunities for professional growth and skills building

2. Effective conflict management

Examples may include:

- A demonstrable culture that promotes mutual respect, trust, team work, and collaboration among all healthcare team members
- Educational programs that encourage professionalism
- Programs that assist in managing conflict and unprofessional behavior

3. PA opportunities to provide meaningful input that leads to positive organizational change

Examples may include:

- PAs serving on executive teams
- Developed career paths for PAs

4. Communication that keeps PAs informed of organizational activity and decisions

Examples may include:

- Involvement of PAs at the hospital or system committee level
- Involvement of PAs within an appropriate direct reporting structure

5. Leadership efforts to involve PAs in improving the quality of patient care

Examples may include:

- Ensuring PAs can practice medicine at the top of their education, training, and experience

Application Requirements and Submission Guidelines

The online application for the 2019-20 Employer of Excellence Awards will open Thursday, November 1, 2018. **All applications and supporting documentation must be submitted by 11:59 p.m., EST, Friday, February 8, 2019.**

All entries become the property of CHLM and cannot be returned to the applicant.

3-Step Online Application Process

1. Demographic Information & Organizational Questions
2. Essay & Supporting Documents
3. PA Letters of Recommendation

Essay Guidelines

The application requires the submission of an essay addressing how the organization has instituted programs, procedures, or policies that have encouraged the advancement of one or more the 5 Key Drivers of PA Retention and Engagement (see Award Criteria). The essay should be no more than five pages in length, double-spaced.

Applicants may submit up to three additional documents containing relevant details or supporting evidence related to the outcomes of the programs and initiatives addressed in their essay.

Letters of Recommendation Guidelines

Also required are two letters of recommendation from PAs who have been employed at the organization for a minimum of two years. Letters should address the organization's success in developing and implementing programs and protocols that contribute to one or more of the 5 Key Drivers of PA Retention and Engagement (see Award Criteria). Each letter should be no more than two pages in length.

Award Selection and Presentation

Review Process and Guidelines

CHLM may present one or multiple Employer of Excellence awards per application year.

An independent Review Committee made up of PAs, AAPA and CHLM staff, and others will review each application using the same criteria.

Each application review will be blind; that is, organization names will be hidden from the Review Committee. Committee members are not eligible to nominate the organization at which they are currently employed. Further, colleagues of committee members are not eligible to nominate their employer or apply for an Employer of Excellence award. "Colleague" is defined as any person employed by the same hospital or health system as the committee member, regardless of location.

If you are selected as a 2019-20 award recipient, you will be notified by mid-March, 2019. The CHLM Employer of Excellence Awards will be presented at AAPA Conference 2019 in Denver, CO., May 18-22, 2019. At least one senior leader and one PA representative of each winner are strongly encouraged to attend to receive the award.

Awardees and their programs, procedures, and policies may be showcased in AAPA or CHLM activities as "best practices" and examples of different approaches to achieving key drivers of PA satisfaction. Award recipients will be given opportunities to participate in outreach and education initiatives, including public speaking engagements at various forums and interviews.

For more information about the selection and presentation process, please contact coe@chlm.org.

FAQs

How many of the 5 Key Drivers of PA Retention and Engagement do I need to qualify for?

While there is no minimum requirement, CHLM asks that applicants address in their essay how the organization has instituted programs, procedures or policies that have encouraged the advancement of PAs.

When is the application deadline?

Applications and supporting documentation must be submitted by 11:59 p.m., EST, Friday, February 8, 2019.

Who's eligible?

Any employer located in the United States that employs 10 or more PAs is eligible to apply for the Employer of Excellence Awards.

How much does it cost to apply?

There is no application fee.

Who can nominate an Employer of Excellence?

Current PA employees of an organization may nominate their employer.

What's the application process?

There are 3 steps to the online application process.

1. Complete the employer contact details, demographic information, and organizational questions
2. Submit an essay of no more than five pages, double-spaced (OPTIONAL: up to three documents may be included as a means of providing additional details or evidence to support the essay)
3. Include two letters of recommendation from PAs who have been employed at your organization for a minimum of two years

All applications and supporting documentation must be submitted by 11:59 p.m. Friday, February 8, 2019.

Who reviews the applications?

An independent Review Committee made up of PAs, AAPA and CHLM staff, and others will review each application using the same criteria. Each application review will be blind; that is, organization names and location references will be hidden from the Review Committee. Committee members are not eligible to nominate the organization at which they are currently employed. Further, colleagues of committee members are not eligible to nominate their employer or apply for an Employer of Excellence award. "Colleague" is defined as any person employed by the same hospital or health system as the committee member, regardless of location.

When will I be notified if I'm a winner?

All applicants will be notified of the Review Committee's decision by mid-March, 2019.

Can PAs apply on behalf of their employer?

No – but we encourage them to nominate their employer. To nominate an employer, [click here](#).

How do I apply?

[Apply here](#).

Can I save my application and return later?

Yes, you can save your application after each step of the application process. You will receive an email with a link back to your application so that it may be completed. Once all steps are complete, the application can be submitted.

I don't see my question here. Whom do I contact?

We are happy to answer your questions at eo@chlm.org.