



## **NCAL Awards Program 2019 Rules & Guidelines and Award Criteria**

*Submission deadline for the NCAL Awards Program is June 7, 2019. Award winners will be announced in the summer of 2019.*

*Please review the General Rules and Guidelines and Criteria sections before submitting your nomination.*

### **General Rules and Guidelines:**

- All applications must be submitted through [www.ncal.org/awards](http://www.ncal.org/awards) by June 7, 2019. Please note that the National Center for Assisted Living (NCAL) has the right to extend the deadline.
- Nominees for the NCAL Administrator of the Year, NCAL Assisted Living Nurse of the Year, NALW Programming of the Year (for the 2018 National Assisted Living Week theme), and Noble Caregiver in Assisted Living awards may be submitted directly to NCAL. State associations may establish their own rules and criteria to select an individual or community from their state for consideration in any category. Please check with your state affiliate for proper submission of all nominations.
- To be eligible for consideration, an individual nominated for NCAL Administrator of the Year, NCAL Assisted Living Nurse of the Year, or Noble Caregiver in Assisted Living Award must be employed at an assisted living community or company that is a member in good standing with NCAL at the time of the nomination. For the NALW Programming Award, the facility nominated must be an assisted living community that is a member in good standing with NCAL at the time of the nomination. All nomination forms received directly from assisted living communities or individuals will be verified with the appropriate state affiliate to ensure that all nominees are members in good standing.
- All materials, essays and photos submitted become the property of AHCA/NCAL and may be used in its publications and Websites. Submitted materials will not be returned to applicants.
- All incomplete nominations will be disqualified.
- NCAL reserves the right not to make a national award if fewer than 10 nominations are submitted for each category or if applicants do not meet award eligibility criteria.
- Previous winners of any category are not eligible to win the same award more than twice; and are not eligible to win in consecutive years.
- Only one nomination per assisted living community per category will be accepted for the judging process. Multiple nominations from the same community in one category will be considered invalid and removed from consideration.
- All activities demonstrated by the nominee and used in the nomination must have been performed in compliance with applicable state and federal labor laws.
- The winner(s) will be selected this summer and notified by NCAL. The state affiliate(s) and nominators will also be notified at the same time. The awards will be presented at NCAL's 13th Annual NCAL Day on October 13, 2019, as well as the Closing General Session on October 16, 2019, at AHCA/NCAL's 70th Annual Convention & Expo in Orlando, Florida.

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- Winners may identify one individual to attend Convention as their guest. The winners and their guests will each receive roundtrip airfare from their home city, per diem, hotel accommodations, Convention registration (including registration to NCAL Day), and a ticket to Convention's Gala Dinner & Show.
- The winning assisted living community of the NALW Programming Award must identify one individual to accept the award on the community's behalf at Convention. The community representative and his/her one guest will each receive roundtrip airfare from their home city, per diem, hotel accommodations, Convention registration (including registration to NCAL Day), and a ticket to Convention's Gala Dinner & Show.

### **2019 NCAL Administrator of the Year Award Criteria**

This award recognizes an assisted living administrator or executive director who demonstrates outstanding innovation, achievement, and capabilities in their provision of high-quality, person-centered care in a service-oriented culture in an assisted living community.

All administrators must be employed by an NCAL member community in good standing at the time of the nomination. All nominees must meet the following criteria:

- Exhibit leadership, communication, and teamwork skills that are inherent in providing high quality care in the assisted living setting.
- Exhibit an active role in the assisted living community's local neighborhood/community to enhance not only the lives of his/her residents, but to demonstrate the assisted living community's commitment to being a good neighbor and contributing to the overall welfare of the community.
- Recognition by his/her peers as an exemplary leader and advocate of the elderly and staff in assisted living.
- Demonstrated success by leading his/her community to deliver outstanding person-centered care and achieving a heightened quality of life for assisted living residents.
- Displays integrity and a high standard of ethical behavior.
- Displays personal leadership and dedication to residents and staff.

Each nomination should be accompanied by a copy of the nominee's resume and an essay outlining how the nominee meets and demonstrates the criteria into his/her daily routine. Each essay should be no longer than 500 words in length.

### **2019 NCAL Assisted Living Nurse of the Year Award Criteria**

This award recognizes an assisted living nurse (must be a licensed practical or registered nurse) who demonstrates outstanding compassion, supervisory success, innovation, achievement, and capabilities in their provision of high-quality, person-centered care in a service-oriented culture in an assisted living community.

All licensed nurses must be employed by an NCAL member community in good standing at the time of the nomination. All nominees must meet the following criteria:

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- Effectively communicates with family members, physicians, staff and other stakeholders about the needs of the resident.
- Serves as a mentor and role model to all frontline caregiving staff.
- Exhibits leadership, supervisory, and teamwork skills that are inherent in providing high-quality care in the assisted living setting.
- Recognition by his/her subordinates as an exemplary leader and advocate of the elderly and staff in assisted living.
- Demonstrates success as a licensed nurse who successfully leads his/her community to deliver outstanding person-centered care, and achieves a heightened quality of life for assisted living residents.
- Displays integrity and a high standard of ethical behavior.
- Displays personal leadership and dedication to residents and staff.
- Demonstrates clinical leadership in resident care and staff oversight.

Each nomination should be accompanied by a copy of the nominee's resume and an essay outlining how the nominee meets and demonstrates the criteria into his/her daily routine. Each essay should be no longer than 500 words in length.

### **2019 Noble Caregiver in Assisted Living Award Criteria**

This award recognizes frontline caregivers, support and office staff from any department for their contributions that lead to improved quality of life for the residents and create a better work environment for the assisted living community's staff. This includes, but is not limited to, direct care staff from nursing (does not include licensed nurses), support/office staff, housekeeping, dietary, activities/recreation, laundry, and maintenance departments.

All nominees must be employed by an NCAL member community in good standing at the time of nominations. All nominees must meet the following criteria:

- Contributes to the positive well-being of the residents and the morale in the assisted living community.
- Demonstrates outstanding person-centered care and achieves a heightened quality of life for assisted living residents.
- Shows initiative and performs above and beyond the call of duty. Provides comfort to the residents, family members, and volunteers.
- Empowers the residents to achieve individual autonomy, dignity, and quality of life in their daily living.
- Has a positive, outgoing attitude.
- Displays leadership, integrity, and a high standard of ethical behavior.
- Shows respect for residents, co-workers, family members and volunteers at all times.

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Each nomination should be accompanied by an essay outlining how the nominee meets the criteria and demonstrates the criteria into his/her daily routine. Each essay should be no longer than 500 words in length.

### **2019 National Assisted Living Week® Programming Award Criteria**

National Assisted Living Week®, established in 1995 by NCAL, provides a unique opportunity to bring together residents, families, staff, volunteers, and the community to celebrate residents and the services provided within assisted living communities. Nominees will be evaluated on their successful incorporation of the 2018 National Assisted Living Week theme, “Capture the Moment,” into their activity plans and implementation resulting in outstanding special activities and community events for their residents, families, staff, and volunteers to enjoy.

All communities nominated must be an NCAL member in good standing at the time of the nomination. All communities must meet the following criteria:

- Fully incorporated the 2018 National Assisted Living Week theme, “Capture the Moment,” into their planned activities and social events.
- The community’s 2018 National Assisted Living Week program must have incorporated innovation and creativity.
- The program must have provided outreach activities to the local neighborhood/community as well as to the families, staff, and volunteers of the assisted living community.
- The programming must have exhibited a variety of activities for the residents meeting all levels of capabilities and preferences.

Each assisted living community nominated should submit a brief essay (no more than 500 words) of why they should receive this award, a copy of their activity/recreation calendar for the 2018 National Assisted Living Week®, and may upload a scrapbook/picture album of text and illustrations which demonstrate successful community-based programs. The essay should include a brief overview of the week’s activities, why the activities were selected, how the activities brought the assisted living community and the local community together, and how the overall program achieved success. (Please note: judging is based on program content and not packaging of materials in the award application.)

One representative from the Company/Residence may accept the award on the community’s behalf at Convention.