

Chancellors Award Nomination Example

SECTION 4: Questionnaire

Give examples of how this individual has demonstrated exemplary service and commitment to TTUHSC and the achievement of its goals through his or her actions.

- Jane has been significantly involved while employed at TTUHSC, starting as a coordinator in 2000 and serving for the past several years as Managing Director of our unit. Some of Jane's important contributions have been:
1. Starting a unit at the Permian Basin.
 2. Assembling staffs on the Lubbock and Permian Basin campuses, who are extremely competent, work as teams, and receive many compliments from many peers.
 3. Goes to the Permian Basin for two days every month (previously every two weeks) to develop the program, interact with faculty to train and support the coordinators.
 4. Developed and teaches a one-week, CNE-accredited, training course for coordinators – has had attendees come from within TTUHSC as well as outside of TTUHSC and Lubbock.
 5. Developed and participates in many training courses for TTUHSC faculty and trainees – many CME-accredited.
 6. Reviews protocols based on an expertise in study design and background knowledge.
 7. Unique within the institution in terms of knowledge and understanding of the clinical research regulations and serving as a consultant.
 8. Assists faculty in successfully submitting protocols.
 9. Making a presentation at the annual meeting to professionals which highlighted the unique aspects of our area and TTUHSC.
 10. Serves on many committees and assists UMC to develop programs for their nurses – which positively reinforces and fosters the relationship between UMC and TTUHSC and facilitates the successful conduct of TTUHSC projects done at UMC.
 11. Helped local recruitment for American Cancer Society study at TTUHSC.
 12. On call 24/7/265 and responds to phone calls and emails even when on vacation!

List examples of how this employee has enhanced the quality of the workplace in ways that significantly increase productivity and efficiency, motivated employees to excel, and instilled pride in TTUHSC.

1. Jane did an excellent job in hiring coordinators and staff on two campuses.
2. She assembled two teams of talented individuals who work well together as teams.
3. She quickly learned their strengths and weaknesses and is successful in emphasizing the positive and assisting in correction of the negatives.
4. She works closely with them and sets an excellent example.
5. She holds regular meetings with open discussions of problems as well as planning for future activities.
6. She provides multiple opportunities to the staff for learning and enhancing their roles including attendance at national meetings.
7. She supported staff having opportunity to further their education with one obtaining an MS and two becoming nurse practitioners.
8. She provides learning experiences that help the coordinators pass the exam for certification and/or professional exams.
9. She involves the staff in educational presentations, giving the opportunity for them to learn additional material while developing self-confidence in public speaking.
10. She works closely with our faculty, helping them develop protocols for good studies that would be approved quicker and that could be published in a peer reviewed journal.
11. She frequently works with HSC IT and UMC to develop HER necessary documents thus facilitating documentation and increasing productivity.
12. She is the "go-to" person to work with HR to develop job descriptions for our personnel.

Give examples of how this individual contributed to a service-oriented environment and displayed extraordinary creativity and innovation.

The TTUHSC Clinical Research Institute (CRI) was created four years ago because of the increased emphasis on clinical research. Its main mission is to create a service-oriented environment facilitating faculty and trainees to do research. This was the culmination of a many-year history of moving in this direction. For 15 years, Jane has been involved in promoting and facilitating our area of expertise and has provided an impetus and knowledge for those initiating the process. The following are some of her contributions:

1. Providing information on the regulations governing and the requirements of our program.
2. Assembling a team of nurse coordinators and staff trained in doing clinical research who could run the studies.
3. Implementing educational programs for guiding members of the team as well as faculty and trainees.
4. Resolving the difficulties in coordinating the program efforts with other established procedures in the system such as budgets, contracts, compliance issues, etc.
5. Ideas contributed: a) developed section on the CRI website by which people could volunteer to be study participants, b) developed an orientation program for new coordinators, c) facilitated the institution of a new computer-based program for reimbursing subjects, and d) worked with IT to develop a computer-based program for helping to track the occurrence of adverse events experienced by participants both at TTUHSC and UMC.

All of this had to be done at the institutional level and on several campuses, which made it especially challenging. Jane was able to do this and still have individuals respect her for her knowledge, her perseverance, the assistance she gave them and the way she interacted with them.

Jane is an exceptional employee and it is time to recognize her for the contributions she has made.