

IAHCSMM 2009 AWARDS



International Association of Healthcare Central Service Materiel Management



Attention All Quality-Driven Central Service Technicians, Supervisors and Managers:

2009 Awards Announced

Have you or someone you know successfully tackled a challenging project, streamlined efficiencies or discovered a way to foster more effective interdepartmental relationships within your facility? Have you managed to boost educational or certification efforts, curb expenses while improving customer service, or authored an article on a pertinent topic related to the CSMM profession?

If so, and you would be willing to share the details of your success, we want to hear from you! Each year, IAHCSMM presents various scholarships and cash awards to dedicated and deserving CS professionals like you, allowing a unique way to earn recognition for yourself, your department and your healthcare organization—and in some cases, allowing the opportunity to have your expenses underwritten so you can attend the IAHCSMM Annual Meeting.

Award applications, always made available in the November/December issue of *Communiqué*, can be found below. The deadline for submission to headquarters is March 1, 2009. Applicants may submit nominations for more than one award, but are eligible to win only one monetary award per year. All submissions must be the original work of the applicant; after official acceptance works may not be revised or changed. If selected as an award winner, all submissions become the property of IAHCSMM. Work submitted for an award must be current and may not have been submitted in previous years. **Comparable service in other associations may be substituted, when appropriate, for service in the IAHCSMM. Current IAHCSMM Executive Board members are not eligible for nomination of awards.**

Awards available:

Bertha Yanis Litsky, Ph.D. Educator of the Year Award

Ruth Anne Brooks, RN, Past President's Award

Leonard Leipus / Brenda Sexton Award of Honor

Peggy Ryan, RN, Technician Achievement Award

CS Supervisor / Manager of the Year Award

Golden Slipper Award for Service Excellence

Anne Cofield "Decontaminator" of the Year Award

William B. Dennis Humanitarian Award

IAHCSMM – Purdue University Scholarship Awards

Chapter of the Year Awards

Take a few moments to review each entry and select the one most suited to you. Hard work and dedication should be recognized. Isn't it your time to shine?

Richard W. Schule

Richard W. Schule, MBA, BS, CST, CRCST, CHMMC, FCS
IAHCSMM President



AWARD 1

3M Health Care Bertha Yanis Litsky, Ph. D. Educator of the Year Award

3M Health Care



3M Health Care is pleased to announce the Bertha Yanis Litsky, Ph.D. Educator of the Year Award. The recipient of this award must be an Active Member of IAHCMM, an Approved Instructor, or an individual who has demonstrated dedication to the advancement of education in the CS profession.

The recipient of this award will receive \$1,000 toward expenses to attend the Annual Meeting to accept this award.

About Bertha Yanis Litsky, Ph. D.

Dr. Bertha Litsky was an environmental microbiologist, researcher and educator at the University of Massachusetts. Her passion, commitment and dedication to her profession propelled her to the status of an international legend and pioneer in health care infection control. Dr. Litsky was a consultant to many hospitals, food service entities, manufacturers and suppliers of medical devices, throughout the world. She worked with many institutions, corporations and municipalities, to improve sanitation and promote public health and safety. Bertha became a strong advocate and mentor for the Sterile Processing Profession and was an active participant in IAHCMM, ASHCSP, AAMI, and AORN. Her expertise and contributions blazed the way to the establishment of many principles and standards of practice relative to infection control, reprocessing, packaging and sterilization. She published several, articles and books on relative topics. Dr. Litsky became a sought after speaker and educator throughout the world. Her wit and humor allowed her to deliver her lectures and messages in a manner that reached her students leaving an everlasting impression to guide their future behaviors. She would frequently utilize marionettes dressed as bacteria, skits, humorous stories and other props to emphasize her message. The closing words of all her lectures, delivered with the loud BANG of a starter pistol, still resonates throughout the sterile processing profession: "An unsterile item used in surgery is as dangerous as a loaded gun".

Selection Criteria is as follows:

Contributions to the Profession:

The recipient of this award will have demonstrated significant contributions to CS education in the calendar year preceding the award. Nominees are eligible for consideration if they have contributed to CS education in at least 5 of the following 8 categories:

- IAHCMM CE Approved Presentation at a National Conference
- IAHCMM CE Approved Presentation at a Local/Regional Meeting
- Published Article in a National Publication
- Published Article in a Local Publication
- Teaching an IAHCMM Certification Course
- Teaching Healthcare Facility In-services
- Other CS/MM-related Educational Projects
- IAHCMM Committee Membership/Support for Association Programs

Personal Accomplishments:

- Personal accomplishments related to educational endeavors, citations or acknowledgements, etc. Submissions should include a completed copy of this nomination form, a narrative explaining why the nominee should receive this award, and documentation to substantiate the nominee's educational contributions for the previous calendar year (see criteria above).

(over)



AWARD 1

3M Health Care Bertha Yanis Litsky, Ph. D. Educator of the Year Award (continued)

3M Health Care

Nomination Form

Name of Nominee: _____

Address: _____

City, State, Zip: _____

Telephone: _____ E-mail: _____

Nominator's Name _____

Title _____

Hospital _____

Hospital Address _____

City/State/Zip _____

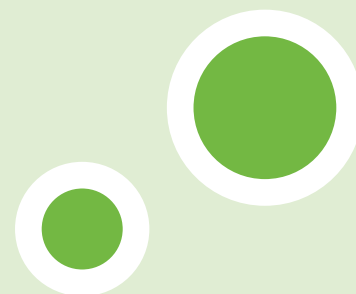
Telephone # _____

*Applicant grants permission to IAHCSMM to reprint and distribute this submission.

Deadline: March 1

Mail to: IAHCSMM, 213 West Institute Place, Suite 307, Chicago, IL 60610 • Fax to: 1-312-440-9474

Note: All papers become the property of IAHCSMM and cannot be reproduced, published or edited in any form without the written permission of IAHCSMM.



AWARD 2

Ruth Anne Brooks, RN, Past President's Award Sponsored by IAHCSSM



Award an outstanding paper on the challenges and developments to the Central Service progression, sponsored by IAHCSSM.

About Ruth Anne Brooks, RN, Past President

Ruth Anne Brooks, RN, CRCST served as IAHCSSM President from 1993-1995. Ruth Anne served on the IAHCSSM Board of Directors for many years and was President of the Delaware Valley Chapter. Ruth Anne was Director of Material Central Service at the Medical Center of Delaware in Newark, Delaware until her death in 1997. In 1994 while serving as IAHCSSM President, Ruth Anne worked with Robert Mood, ASHCSP President, to oversee a committee that formulated and published the first joint position paper entitled "Reprocessing Medical Devices."

The Award provides the following: One thousand dollars (\$1,000) toward expenses to enable the winner to attend the immediate Annual Meeting to accept this award.

Criteria for Applicants:

1. Authors must be Active Members of IAHCSSM
2. Previously published papers will not be considered for this award

Criteria for Papers:

1. Papers must contain original work
2. Topics must relate to the healthcare setting. Research undertaken by the author is desirable, and must be performed within the same calendar year
3. Successful submissions for Fellowship may be considered for this award
4. Papers must be presented in essay form

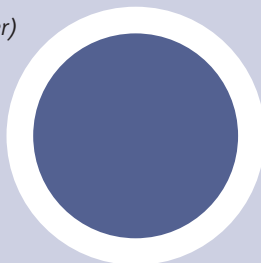
Format:

1. Papers must be not less than 2000 words in length
2. References must be given in standard citation form
3. Paper may be typed, double-spaced on 8½ x 11 inch, white bond paper, with one inch margins, or sent on PC compatible disk with printout
4. The author's name, address and telephone number must appear on the title page; author's initials must appear in the lower left-hand corner of all other pages. Pages must be numbered
5. All submissions must include a vitae sheet on the author

Judging:

1. All papers will be judged by the past President's Committee of IAHCSSM
2. The winner will be informed by IAHCSSM prior to the Annual Meeting
3. Receipt of all submissions will be acknowledged by IAHCSSM headquarters

(over)





AWARD 2
Ruth Anne Brooks, RN, Past President's Award
Sponsored by IAHCSMM



Nomination Form

Name of Nominee: _____

Address: _____

City, State, Zip: _____

Telephone: _____ E-mail: _____

Nominator's Name _____

Title _____

Hospital _____

Hospital Address _____

City/State/Zip _____

Telephone # _____

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AWARD 3

Leonard Leipus / Brenda Sexton Award of Honor Sponsored by IAHCSSM



This prestigious award is dedicated in honor of two outstanding leaders in the field of Central Service / Sterile Processing who have contributed extensively to our profession.

Leonard A. Leipus

The Leonard A. Leipus award was established to honor the memory of the first elected ASHCSP President. Len was instrumental in establishing ASHCSP as a powerful voice for CS professionals. Len, as he preferred to be called, was Director of Central Supply and Services for the University of Minnesota Hospitals in Minneapolis for more than 20 years. Len was a member of the Executive Committee of the Central Service Management Association and was an active conference speaker until his untimely death in 1971. The first award recipient was Dr. John Perkins, renowned sterilization scientist. Dr. Perkins received the award posthumously in 1974.

Brenda J. Sexton

The Brenda J. Sexton award was established to honor the memory of IAHCSSM's 2001-2003 Past President. Brenda Sexton attended Phyllis Smith's certification course, which became a life altering experience for her. After receiving her certification, she dedicated her time and energy to promoting the Central Service profession at the local and national level. Brenda was the first certified instructor in Houston, and she taught multiple classes, certifying an endless number of technicians. When the HCCSP became affiliated with IAHCSSM Brenda served as a chapter representative to the executive board. In 1999 Brenda was elected President Elect for IAHCSSM. She took office in May 2001, and served as president until her death in February 2003. Brenda was Manager of the Central Service Department for the Houston N.W. Medical Center of Houston, Texas. She touched the lives of many with her gentle, caring spirit and her admirable commitment to the Association, its members. The Association is honored to have her as Past-President.

Award Eligibility and Criteria

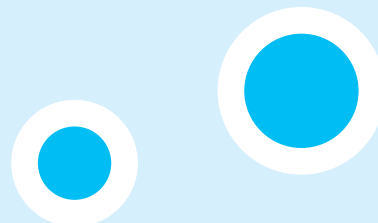
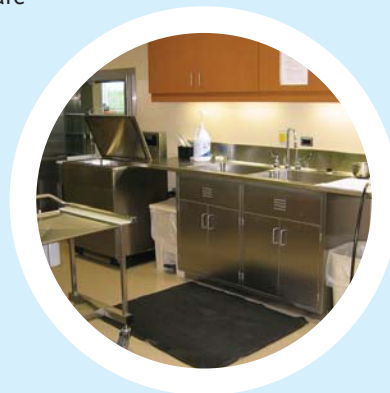
All Leonard A. Leipus / Brenda J. Sexton award candidates are selected by the IAHCSSM Executive Board and selected Ad Hoc Committee.

To be considered for this award, the candidate must meet at least three of the following criteria but not limited to that noted below;

1. Been an Association member for a minimum of (3) years; comparable service in other associations may be substituted, when appropriate, for service in IAHCSSM
2. Prepared a formal in-service or program on a topic related to Central Service
3. Published a central service topic in a recognized journal, newsletter or other recognized source
4. Established, assisted in the development of, or taught an academic program for central service professionals
5. Served on a committee as chairperson or member, or served on the Board of Directors
6. Contributed to the development of a product or service that has impacted the healthcare industry field
7. Completed a research project or study that benefits the central service profession
8. Has demonstrated exemplary service to the central service profession

Documentation should include a copy of this form and a narrative explaining the contributions of the nominee.

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AWARD 3
Leonard Leipus / Brenda Sexton Award of Honor
Sponsored by IAHCSMM



Nomination Form

Name of Nominee: _____

Address: _____

City, State, Zip: _____

Telephone: _____ E-mail: _____

Nominator's Name _____

Title _____

Hospital _____

Hospital Address _____

City/State/Zip _____

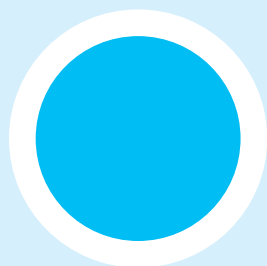
Telephone # _____

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AWARD 4

The Peggy Ryan, RN, Technician Achievement Award Sponsored by STERIS Corporation

STERIS®



The Peggy Ryan, RN, Technician Achievement Award is presented to an active member of IAHCSSM to recognize outstanding achievement by a central service/sterile processing technician.

About Peggy Ryan, RN

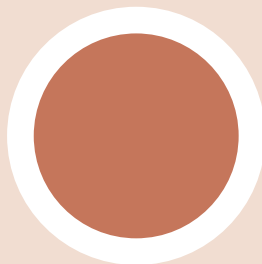
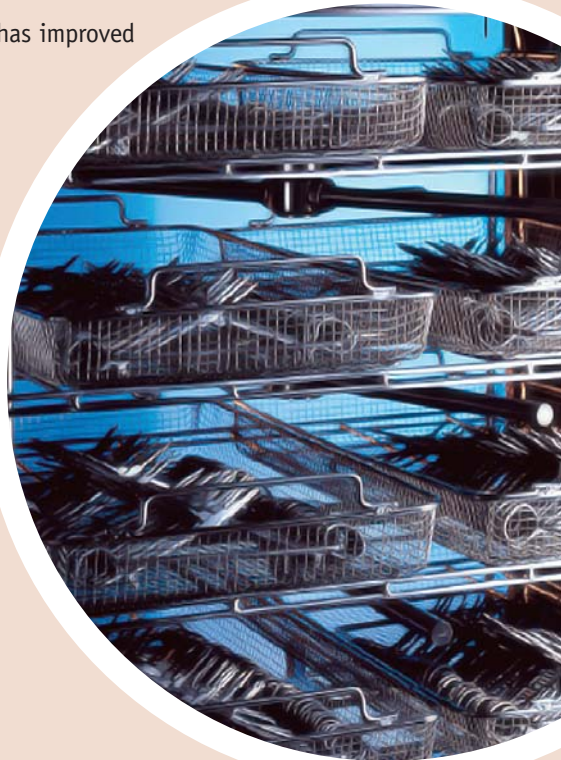
Margaret J. (Peggy) Ryan, RN, graduated from St. Luke's Hospital School of Nursing in Denver, Colorado and has had extensive experience in Emergency Room, Operating Room, Delivery Room, Central Service and Materials Management. She has worked at several hospitals in the Denver area and served as a hospital consultant for many years. She has been active in AORN and a past president of ASHCSP. She has won numerous awards and has served as a nurse consultant for several companies. She is the author of many articles, including what many consider to be the definitive article on implementing a CS/OR case cart system, as well as a renowned lecturer.

AWARD ELIGIBILITY CRITERIA: Candidates for this award must be nominated by their central service department director, manager, supervisor, or coordinator.

1. Nominee must be an active IAHCSSM member in good standing for a minimum of one year;
2. Must have been employed in the field of CS/SPD for a minimum of three years at the time of nomination, documented by a letter from human resources or the department manager;
3. Have developed, instituted and exhibited a workable, documented concept that has improved central service functions and operations;
4. Documentation must include statement of what positive outcomes occurred as a result of this concept and how other departments and/or facilities may utilize this program.

The award recipient receives \$1000 to be used to defray costs to attend the IAHCSSM Annual Conference, an engraved plaque, and a no-cost membership renewal for the next membership year. The winner will be formally presented with the award during the Awards Luncheon at the Annual Conference.

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AWARD 4
The Peggy Ryan, RN, Technician Achievement Award
Sponsored by STERIS Corporation



Nomination Form

Name of Nominee: _____

Address: _____

City, State, Zip: _____

Telephone: _____ E-mail: _____

Nominator's Name _____

Title _____

Hospital _____

Hospital Address _____

City/State/Zip _____

Telephone # _____

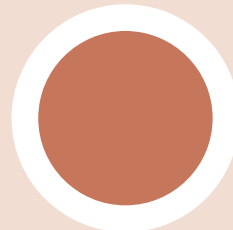
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Fax to: 1-312-440-9474

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AWARD 5
CS Supervisor / Manager of the Year Award
Sponsored by Aesculap

AESCULAP[®]



This award recognizes a central service supervisor or manager who has made significant contributions to their facility and in advancing the C.S. profession.

AWARD ELIGIBILITY CRITERIA: Candidates for this award must be nominated by an IAHCSSM member, an affiliated chapter member, or an administrator in their facility.

1. Candidate must be an active member of IAHCSSM in good standing for a minimum of five years and must have been employed in the field of CS/SPD for a minimum of 10 years.
2. Must have consistently demonstrated contributions to:
 - Customer relations;
 - Facility wide operational/financial performance;
 - Overall value of Central Service as a profession;
 - Education and training;
3. Have attended an IAHCSSM annual conference in the last three years;
4. Documentation must include a typewritten narrative explaining why the candidate is deserving of this award, no more than three single-sided, double-space pages.
 - Narrative must contain examples of how candidate consistently demonstrated contributions to customer relations; facility wide operational/financial performance; overall value of CS as a profession; or other educational training.
5. Provide at least two but no more than three letters of support and recommendation from peers, community health professionals, former or current central service employees, managers or administrators. Letters should be two pages or less in length.
6. Include candidate's resume (maximum of 2 pages)

The award recipient receives \$1000 to be used to defray costs to attend the IAHCSSM Annual Conference, an engraved plaque, and a no-cost membership renewal for the next membership year. The winner will be formally presented with the award during the awards Luncheon at the Annual Conference. In addition, a press release acknowledging the award winner and an announcement letter will be sent to the award recipient's hospital administrator, and the winner will be recognized in the IAHCSSM bi-monthly magazine *Communiqué*.

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AWARD 5
CS Supervisor / Manager of the Year Award
Sponsored by Aesculap

AESCULAP®

Nomination Form

Name of Nominee: _____

Address: _____

City, State, Zip: _____

Telephone: _____ E-mail: _____

Nominator's Name _____

Title _____

Hospital _____

Hospital Address _____

City/State/Zip _____

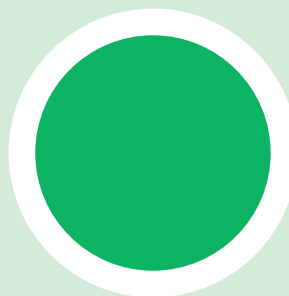
Telephone # _____

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Deadline: March 1

Mail to: IAHCSMM, 213 West Institute Place, Suite 307, Chicago, IL 60610 • Fax to: 1-312-440-9474

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AWARD 6
Golden Slipper Award for Service Excellence
Sponsored by Case Medical



The Golden Slipper Award is sponsored by Case Medical, which provides an opportunity for a Central Service professional (technician, supervisor, manager) who is committed to "Service Excellence" to receive formal recognition, an award, and a check for \$500. Service excellence is built on positive attitudes, compassion, and constantly striving to meet and exceed the wants and needs of our customers.

Entries will be judged on the following criteria:

- demonstrating a caring, compassionate attitude
- offering a creative, helpful solution
- going beyond the technical requirements of the job
- being a role model for the department

Individuals who wish to participate must:

1. Complete the application form below.
2. Submit a typed, one page essay of 500 words or less, or a brief audio-tape describing why you believe service excellence is important in today's healthcare environment and your participation/contribution(s) relative to service excellence in the healthcare setting, i.e., an individual contribution that "made the difference" or how customer service was improved through a process.
3. Provide a letter of reference from your immediate supervisor.

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AWARD 6
Golden Slipper Award for Service Excellence
Sponsored by Case Medical



Nomination Form

Name of Nominee: _____

Address: _____

City, State, Zip: _____

Telephone: _____ E-mail: _____

IAHCSMM Status Member Non-Member

Immediate Supervisor's Name _____

Years of Service in Central Service and/or Materiel Management _____

Nominator's Name _____

Title _____

Hospital _____

Hospital Address _____

City/State/Zip _____

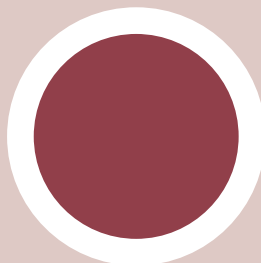
Telephone # _____

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Deadline: March 1

Mail to: IAHCSMM, 213 West Institute Place, Suite 307, Chicago, IL 60610 • Fax
to: 1-312-440-9474

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AWARD 7

Healthmark – Anne Cofiell

"Decontaminator" of the Year Award



Healthmark is proud to award an active IAHCSSM technician with the Anne Cofiell award on decontamination. This award carries \$500 toward attending the IAHCSSM Annual Meeting.

About Anne Cofiell

Anne Cofiell, CRCST, FCS was an active member of IAHCSSM until her retirement in 2006. Anne served as the IAHCSSM representative to AAMI where she chaired numerous working groups. Anne also authored many articles and spoke on CS topics at IAHCSSM conferences and at numerous educational programs around the country. She was well connected in Washington D.C. and was an advocate on behalf of the CS industry for the regulation of reuse of single use devices to include the importance of proper cleaning instructions.

Criteria for Selection:

1. Author must be a technician who is an active member of IAHCSSM
2. The topic of the paper must focus on Understanding the Importance of Decontamination in their workplace environment
3. Previously published papers will not be considered for this award
4. The paper will be 1000 words or less in length
5. Standard format for the paper should be used sighting all references
6. A vitae on the author must also be submitted with the paper
7. All papers will be judged by Anne Cofiell or her designee
8. The winner will be informed by IAHCSSM prior to the Annual Meeting
9. Receipt of all submissions will be acknowledged by IAHCSSM Headquarters

*Applicant grants permission to Healthmark Industries, Co. and IAHCSSM to reprint and distribute this submission to healthcare personnel.

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AWARD 7
Healthmark – Anne Cofiell
"Decontaminator" of the Year Award



Nomination Form

Name of Nominee: _____

Address: _____

City, State, Zip: _____

Telephone: _____ E-mail: _____

Nominator's Name _____

Title _____

Hospital _____

Hospital Address _____

City/State/Zip _____

Telephone # _____

*Applicant grants permission to IAHCSMM to reprint and distribute this submission.

Deadline: March 1

Mail to: IAHCSMM, 213 West Institute Place, Suite 307, Chicago, IL 60610 • Fax to: 1-312-440-9474

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AWARD 8
William B. Dennis Humanitarian Award
Sponsored by IAHCSSM



The William B. Dennis Humanitarian Award was established by the former ASHCSP in honor and memory of Bill Dennis, who passed away in January 2001. It's an award and tradition that IAHCSSM is pleased to continue and offer to its members.

Bill was an active member of his local central service chapter, the North Carolina Hospital Central Service Association, and director of sterile processing at Duke University Hospital in Durham, NC. A member of ASHCSP for more than 20 years, Bill served as president and on the board of directors, and was a nationally recognized leader in the central service field. He was on numerous committees and spoke at various conferences, and was the 1983 recipient of ASHCSP's highest honor – the Leonard Leipus Award. In 1982 he received the Dr. John J. Perkins Award for his contributions to the field.

Bill also had a deep commitment to humanitarian causes. He actively provided humanitarian aid through church organizations, traveling to Panama and Cuba to distribute much needed medical supplies. In the mid-70s, Bill encouraged African-Americans and women to move into prominent positions within his department, far beyond the conventions and expectations of the time.

Friends and coworkers described Bill as modest, generous and always ready to crack a joke. He was committed to his vocation and to his outside philanthropic endeavors. Much like Bill, the recipient of this award exemplifies a deep commitment to humanitarian issues and the central service field.

William B. Dennis Humanitarian Award

This annual scholarship, now being awarded by IAHCSSM, is intended to promote professional development by assisting in ongoing education, and can be used to fund an IAHCSSM member's annual conference attendance or other educational activity leading to professional development and certification.

AWARD ELIGIBILITY CRITERIA: Members can apply directly or nominate another member for this award.

1. The candidate must be an IAHCSSM member in good standing for at least one year.
2. The candidate must be involved in humanitarian causes at the local, state or national level.
3. The applicant or nominee must submit a one-page statement detailing the nominee's humanitarian efforts; including their years of participation (supporting documentation of humanitarian efforts is required).

Note: IAHCSSM members may receive this award one time only.

The award recipient will be reimbursed \$500 to participate in the IAHCSSM annual conference. The winner will be presented with a framed certificate during the Awards Luncheon at the IAHCSSM Annual Meeting.

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AWARD 8
William B. Dennis Humanitarian Award
Sponsored by IAHCSMM



Nomination Form

Name of Nominee: _____

Address: _____

City, State, Zip: _____

Telephone: _____ E-mail: _____

Nominator's Name _____

Title _____

Hospital _____

Hospital Address _____

City/State/Zip _____

Telephone # _____

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Deadline: March 1

Mail to: IAHCSMM, 213 West Institute Place, Suite 307, Chicago, IL 60610 • Fax to: 1-312-440-9474

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AWARD 9
IAHCSMM – Purdue University
Scholarship Awards



IAHCSMM and Purdue University join together to offer three different scholarships. The purpose of these awards is to provide financial assistance to those individuals who wish to continue their educational and individual growth.

Three categories have been established for these awards:

1. Central Service Technicians
2. Central Service Managers/Supervisors
3. Healthcare Materiel Managers

One winner in each category will receive a free registration and all course materials for the respective Purdue/IAHCSMM correspondence course. (These awards are not transferrable, and all other course requirements must be met for successful completion.) If a suitable applicant is not found in a category, that award will not be given until the following year.

SCHOLARSHIP CRITERIA:

Applicants will be evaluated on the following criteria from the completed application, personal essay, and letter of reference from an immediate supervisor.

1. Financial need
2. Interest in pursuing educational and individual growth goals.
3. Participation in activities (Association, hospital department, community).
4. Years of service in Central Service

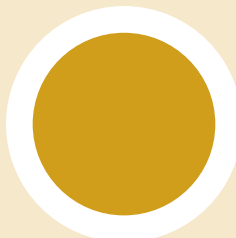
Scholarship Procedures:

Applicants must complete the approved application and send it, along with their personal essay and a letter of reference to:

Carol Brunty, Manager
Continuing Education, IAHCSMM-Purdue Scholarship Awards
PURDUE UNIVERSITY
128 Memorial Mall, 116 Stewart Center
West Lafayette, IN 47907-2034

All applications will be reviewed by a representative from IAHCSMM and Purdue University. The winners will be announced at the Annual Meeting in May. All decisions of the panel will be final.

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AWARD 9
IAHCSMM – Purdue University
Scholarship Awards



(Please print or type.)

Name _____

Home Address _____

Telephone _____

Business Address _____

Business Telephone _____

IAHCSMM Status Member Non-Member

Immediate Supervisor's Name _____

Years of Service in Central Service and/or Materiel Management _____

Application for *(check one)*

Correspondence Courses

Central Service Technical Training

Supervision Principles: Leadership Strategies for Healthcare Facilities

Healthcare Materiel Management

Activities (describe): Association, hospital department, community, volunteer, or other.

1. _____

2. _____

3. _____

Personal Essay: Please attach a 150-word essay describing your interest in pursuing educational goals for individual and personal improvement, your financial need, and any other information that would be helpful in understanding why you wish to be awarded this scholarship.

Letter of Reference: Please attach one (1) letter of reference from your immediate supervisor verifying your current employment and attesting to your interest in receiving this scholarship.

Mail completed application and required material to:

Carol Brunty, Manager
Continuing Education, IAHCSMM-Purdue Scholarship Awards
PURDUE UNIVERSITY
128 Memorial Mall, 116 Stewart Center
West Lafayette, IN 47907-2034



IAHCSMM and Purdue University do not discriminate on the basis of race, sex, age, religion, color, national origin, marital status, or handicapping condition.

Deadline: March 1

Chapter Recharter and Chapter of the Year Awards Sponsored by STERIS



The Annual Chapter Recharter and STERIS Chapter of the Year Award forms are to be completed by current active IAHCSMM Chapters.

IAHCSMM Chapters currently listed as Provisional in this issue of *Communiqué* do not need to complete a recharter and are not eligible for a 2009 Chapter of the Year Award. (Eligibility and recharter information would become effective following acceptance as an IAHCSMM chapter by the Executive Board, at this year's Annual Meeting).

Local chapters not currently affiliated with IAHCSMM should refer to our website, www.iahcsmm.org, on how to become an IAHCSMM chapter.

ANNUAL CHAPTER RECHARTER

All Chapters, wishing to renew affiliation with IAHCSMM, must complete the Annual Recharter Form. This form is comprised of 5 easy steps, necessary for the following reasons:

- To readily identify your current Board members as well as Chapter Members
- Make note of the activity level of your Chapter with the submission of meeting minutes
- Maintain accurate records of your bylaws in accordance with the Association's bylaws
- Demonstrate you are an active chapter and meeting the requirements for chapter affiliation with IAHCSMM.

If your Chapter plans on continuing affiliation with IAHCSMM, the Annual Recharter Form must be received at IAHCSMM Headquarters by March 1, 2009. It is the responsibility of each affiliated Chapter to complete the Annual Recharter Form and submit it by March 1, 2009.

All Annual Recharter Forms received, processed and approved by March 1st will enjoy a waived registration fee for your designated Chapter Representative at the Annual Meeting in Orlando, May 3-6, 2009.

STERIS CHAPTER OF THE YEAR AWARDS

The International Association of Healthcare Central Service Materiel Management (IAHCSMM) is pleased to announce the Annual Chapter of the Year Awards, sponsored by the STERIS Corporation. A committee will meet to determine the most outstanding IAHCSMM Chapter among two categories (larger size chapters and smaller sized chapters), both of which contributed to the advancement of the profession during 2008. Determination of the Outstanding Chapters is made on a point system along with displayed originality and creativity of communication materials.

All Chapters wishing to compete for the STERIS Chapter of the Year Prize must first recharter with IAHCSMM (**BLUE FORM** of the Recharter, detailed above in this memo). To submit your chapter as an entry in the contest, you must also complete the Official Entry Form (**GREEN FORM** of the Recharter).

Chapter of the Year categories are based on the total number of IAHCSMM members who are also members of your chapter. Chapters with over 50 IAHCSMM members will compete in the Larger Size Chapter category, and those with under 50 IAHCSMM members will compete in the Smaller Size Chapter category.

The winning prize for each category (1 winner each per category): a plaque designating your successful bid as Chapter of the Year, plus a \$1,500 check from STERIS to help defray the costs of accepting your award at the Annual Meeting in Orlando, May 3-6, 2009.

All submissions must be received with your Annual Recharter Form, no later than March 1, 2009. Please note, to ensure fairness, a chapter may not be a winner for two consecutive years. An interruption of one year will be required.

(over)

All chapters wishing to **only** continue Affiliate status with IAHCSSM (and not compete for the Steris Chapter of the Year Award) must submit the following "5 Steps" to recharter your chapter:

Step One: Attach a listing of current Board members, their positions and terms, and contact information for each (name, title, address, daytime phone, evening phone, E-Mail if available, and fax number) Include a breakdown of committees and Board representation on committees of IAHCSSM

Step Two: Attach an alphabetical listing of your current chapter membership (you must indicate which chapter members are IAHCSSM members and which are non-IAHCSSM members)

Step Three: Attach dates of the most recent **two** Chapter Board meetings

Step Four: Attach a current copy of your chapter bylaws

Step Five: (Complete the following questions):

1. Membership (include alphabetical listing of your current chapter membership as indicated in Step Two above):

How many total members are in your chapter? _____

Of those members, how many are **also** IAHCSSM members? _____

2. New Members:

How many new members joined your chapter this year? _____

Of those new members, how many are **also** IAHCSSM members? _____

3. How many programs did you offer or host in the past year?

a) Educational programs _____ (Attach list indicating themes and attendance)

b) Social programs _____ (Attach list indicating themes and attendance)

TOTAL _____

4. Did a representative from your chapter attend the most recent IAHCSSM Annual Meeting? Yes No

If yes, please provide the person's name below

5. Did you do anything to promote the profession within your region? Yes No

If yes, please describe what you did and what the outcome was:

6. Are you communicating regularly with your members? Yes No

If yes, please describe the vehicle you use and its frequency (attach this information on separate sheet, if necessary):

7. How many vendors/sponsors have supported your chapter activities in the past year? _____

Of those vendors, how many are new to this year? _____

PRINTED NAME

DATE

SIGNED NAME

BOARD POSITION

CHAPTER NAME

PRINTED NAME OF BONA-FIDE CHAPTER REP

Submission by E-mail, Fax or Mail of all "5 Steps" of the Annual Chapter Recharter before March 1, 2009 will successfully recharter your Chapter affiliation with IAHCSSM.

Continue to the Official Entry Form to compete for the STERIS Chapter of the Year Awards

STERIS CHAPTER OF THE YEAR AWARDS

Award Entries must be received NO LATER THAN MARCH 1, 2009
(all submitted materials must be dated between
March 2008 and February 2009)

All chapters wishing to continue Affiliate status with IAHCSSM **and** compete for the STERIS Chapter of the Year Awards, must submit:

Step One: Successful completion of the Annual Recharter Form (previous form, with ALL of the requirements for rechartering the Chapter) **and**

Step Two: Successful completion of this Official Entry Form for the STERIS Chapter of the Year Awards

_____ **1 Point** for each chapter member that became a new IAHCSSM member during the past year (Active & Associate). Attach an alphabetical list (Maximum: 20 points)

_____ **5 Points** for each educational program provided by the Chapter in the past year. (Maximum: 50 points) (chapter certification programs, seminars, and hands-on training events are all applicable) List below (continue on a separate sheet if necessary)

DATE	THEME	LOCATION	ATTENDANCE
------	-------	----------	------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____ **2 Points** for each informational piece mailed to your Chapter Membership. (attach program announcements, newsletter, etc.) (Maximum: 20 points)

_____ **2 Points** for each "Chapter News" published in *Communiqué* (List date of issue).

_____ **10 Points** for sending your Bona-Fide Chapter Representative to the Reno Annual Meeting.

NAME OF REPRESENTATIVE

_____ **2 Points** for each Chapter Member who attended these meetings (attach list)

_____ **1-30 Points** for submission of materials for communication essentials (attach to your entry). Items showing originality and creativity will be favorably considered when selecting the winning entry. Point value to be determined by the Review Board.

_____ **Extraordinary Accomplishments:** Point value to be determined by the Review Board. Please indicate any accomplishments of the Chapter or the Chapter members, including but not limited to: attaining Fellowship status, departmental awards, personal accomplishments, articles published in health care journals, etc. (Attach all items to your award entry under the heading "Accomplishments")

_____ **Tally of Points**

PRINTED NAME

DATE

SIGNED NAME

BOARD POSITION

CHAPTER NAME

PRINTED NAME OF BONA-FIDE CHAPTER REP

*** The Review Board will award one (1)
STERIS Chapter of the Year Award per category: large chapters (50 IAHCSSM Members or more)
and smaller sized chapters (less than 50 IAHCSSM Members).
Winners will be announced at the Annual Meeting in Orlando.**

