



Academic Healthy Work Environment Award

PURPOSE

Recognizes and honors an academic setting that demonstrates commitment to promoting a healthy work environment, including physical and psychosocial factors, involvement in the community, and/or personal health resources to promote health in the work environment, and promoting excellence in faculty and student outcomes.

ELIGIBILITY

A program, project, or intervention implemented at the academic department, division, or college/university level within any academic institution or institution of higher learning (e.g., university, college, school) is eligible. One-time projects, programs, or interventions implemented by a single individual or research project would not be appropriate without a viable sustainability plan. Sigma membership is not required to apply.

Current Sigma Board of Directors, Sigma elected international committee members, Sigma staff, Sigma consultants and contracted staff, and members of the judging committee are not eligible to receive this award, serve as nominators, or write letters of support. Members of appointed committees may participate in the award process.

CRITERIA

Utilizing the World Health Organization's [Healthy Workplace Framework and Model](#), a nomination should address each of the following criteria:

1. Address at least one of the following areas that define a healthy work environment. Review the WHO's framework and identify how the facility, organization, or department focused on one or several of the areas below:
 - a. Physical Work Environment
 - b. Psychosocial Work Environment
 - c. Enterprise Community Involvement
 - d. Personal Health Resources
2. Explain the process and development of a healthy work environment. This could include, but is not limited to, one of the following:
 - a. Creation and evaluation of new programs with demonstrated involvement of faculty, staff, and/or students
 - b. Sustained programming addressing the academic workplace considering faculty, staff, and/or student-identified needs
 - c. Results from faculty and/or staff satisfaction surveys indicating improvements in satisfaction over time
3. Describe the evaluation of the intervention to provide evidence of positive student, staff and/or faculty outcomes. This could be demonstrated by:
 - a. Student satisfaction surveys done by a third party
 - b. Student achievement reports as applicable
 - c. Faculty and/or staff surveys, preferably done by third parties
 - d. Attestation from faculty and/or students
4. Outline the sustainability of the program/project/intervention. One-time projects, programs, or interventions implemented by a single individual or research project would not be appropriate without a viable sustainability plan.

SUBMISSION REQUIREMENTS

Documents required below should address each of the above criteria. Entries that do not meet the criteria and submission requirements will be disqualified.

A complete nomination consists of:

- Online entry form and payment
- Descriptive summary from the nominator outlining the programming or interventions (1-2 pages)
- Two letters of support from members of the unit or academic administration (cannot be from the nominator)
- Letter of Acceptance from a representative of the institution accepting the nomination and agreeing to attend the award presentation
- Supporting documentation that provides additional descriptions and direct evidence of the award criteria, including results or reports from faculty and/or staff satisfaction surveys, student achievement reports, and satisfaction surveys. Evidence of accreditation of the school and/or program is required in countries that have accreditation systems (not to exceed 15 pages)

NOMINATION TIMELINE

15 June – 24 August 2023

ENTRY FEE

US \$50

The fee structure for nominations outside the US will be set according to World Bank classifications based on per-capita income designated as low, middle, and high.

NOTIFICATION

Award recipients will be notified in October 2023.

PRESENTATION

Award will be presented at Sigma's [Creating Healthy Work Environments](#) in Washington, DC USA, 8-10 March 2024.

CONTACT US

For more information, contact [Laura Belt](#).



AWARDS RUBRIC

Academic Healthy Work Environment Award

RATING SCALE

5 = Outstanding achievement of criteria

4 = Notable achievement of criteria

3 = Adequate achievement of criteria

2 = Fair achievement of criteria

1 = Limited achievement of criteria

N/A = Criteria not achieved at this time

Please see pages 2 and 3 for more specific scoring descriptions.

Defining healthy work environments: Address at least one of the following areas that define a healthy work environment: Physical Work Environment, Psychosocial Work Environment, Enterprise Community Involvement, or Personal Health Resources.

5 4 3 2 1 N/A x5 = /25

Process & Development Explanation: Explain the process and development of a healthy work environment.

5 4 3 2 1 N/A x3 = /15

Evaluation: Describe the evaluation of the intervention to provide evidence of positive student, staff, and/or faculty outcomes.

5 4 3 2 1 N/A x3 = /15

Sustainability: Outline the sustainability of the program/project/intervention.

5 4 3 2 1 N/A x5 = /25

Overall Applicability: Demonstrate the organizational commitment to a healthy work environment.

5 4 3 2 1 N/A x2 = /10

Overall Submission: Provide clear and creative ideas for the development of a healthy work environment.

5 4 3 2 1 N/A x2 = /10

Points awarded =
Total points available = 100



AWARDS RUBRIC

Academic Healthy Work Environment Award

| Outstanding- 5 | Adequate- 3 | Limited- 1 | |
|---|---|--|--------------|
| Defining healthy work environments: Address at least one of the following areas that define a healthy work environment: Physical Work Environment, Psychosocial Work Environment, Enterprise Community Involvement, or Personal Health Resources. | | | |
| One defined area of the World Health Organization (WHO) framework is clearly addressed in the program, project, or intervention. Incorporation is clearly noted and discussed within the submission for the defined area. Justifies choices made and aligns them with the overall program, project, or intervention. | One defined area of the World Health Organization (WHO) framework is addressed in the program, project, or intervention but clarity is lacking or there is not a tie from the defined area to the intervention. The defined area is explicitly stated and discussed within the submission but is not well aligned with the overall project. | Unable to determine whether any of the defined areas of the World Health Organization (WHO) framework were truly incorporated into the program, project, or intervention. There is a lack of supporting details or generalizations are made without specificity. | __ x 5 = /25 |
| Process & Development Explanation: Explain the process and development of a healthy work environment. | | | |
| Both the process and the development of the program, project, or intervention are clearly identified and explained. A clear, focused, and engaging process is defined utilizing nursing and/or interprofessional collaboration. Provides a detailed outline of the planning and implementation necessary for successful implementation. | Either the process or the development of the program, project, or intervention are poorly identified; however, at least one is discussed in the submission. Either the process or the development is clearly identified. Interprofessional engagement mentioned is applicable. | Unclear ideas due to lack of supporting details/generalizations/off-topic detail in relation to the program, project, or intervention. No interprofessional collaboration is discussed or identified. | __ x 3 = /15 |
| Evaluation: Describe the evaluation of the intervention to provide evidence of positive student, staff, and/or faculty outcomes. | | | |
| Provides sophisticated evaluation of the program, project, or intervention. The evaluation process reflects valid and reliable methods and outcomes measures. They are clearly expressed, and the findings have clear implications for a healthy work environment within the organization. | The evaluation process reflects some reliable methods or outcome measures; however, it is not clearly expressed. Findings have questionable implications for healthy work environment applicability within the organization. | The evaluation process is unclear, missing, or inappropriate. Findings do or may not support a healthy work environment within the organization. | __ x 3 = /15 |
| Sustainability: Outline the sustainability of the program/project/intervention. | | | |
| The proposed program, project, or intervention provides a creative, clear, and detailed idea for continued sustainability. The proposal allows for creative adjustments as needed to refine the program based on past performance (e.g., continuous quality improvement). | The proposal does contain aspects of sustainability; however, it does not give full consideration to the entire organization. | Noticeable portions of the submission fail to convey a sustainability plan for the program, project, or intervention. Few specifics are provided. | __ x 5 = /25 |



AWARDS RUBRIC

Academic Healthy Work Environment Award

| Outstanding- 5 | Adequate- 3 | Limited- 1 | |
|--|---|---|--------------|
| Overall Applicability | | | |
| The proposed program, project, or intervention clearly and appropriately demonstrates the organizational commitment to a healthy work environment (HWE). This proposal is in line with Sigma’s HWE initiatives and conference. | The proposed program, project, or intervention is sound but lacks clear organization, direction, or connection to Sigma’s healthy work environment initiatives or conference. | The proposal does not correspond with known healthy work environment initiatives from Sigma or other organizations. | __ x 2 = /10 |
| Overall Submission | | | |
| Provides clear and creative ideas for the development of a healthy work environment. The overall proposal uses skillful language; a varied, accurate vocabulary; and well-developed sentence structure. | Some problems with sentence structure, grammar, punctuation, and/or spelling are noted. The submission is somewhat difficult to read. | Submission does not flow. It does not provide a logical discussion of the overall healthy work environment topic. Incoherent structure; logic is unclear; paragraph transition is weak; difficult to understand; must re-read parts to figure out what is being said. Several issues in sentence structure, grammar, citation style, punctuation, spelling, and/or misused words are noted. | __ x 2 = /10 |
| Total score (100 points possible) | | | |



Definitions of Award Submission Requirements

When submitting the documents required for your nomination, please categorize them using the following descriptions from the drop-down menu within the form on **Step #4: Upload Supporting Materials**. Only materials that meet the submission requirements will be considered.

Article: Newspaper, magazine, or other periodical that provides sample of media coverage and/or supports fulfillment of criteria.

Artwork: Published, displayed, printed, video, slides, or other multimedia format of art.

Audio: Music or other sound files (recorded interviews, presentations, speeches, etc.).

Brochure: A small booklet or pamphlet containing promotional material or program/product information.

Digital photo: An electronic photograph in JPG, GIF, or PNG format.

Letter of acceptance: A letter from the nominee(s) accepting the award nomination and agreeing to accept the award at Sigma's event if chosen as recipient.

Letter of support: A letter endorsing nomination in fulfillment of criteria.

Other: Any supporting material not covered by listed file upload types.

Publication: Books, periodicals, or other printed material.

Report: Formal account or analysis of program, project, or topic.

Screenshot: Electronic copy of computer window or screen contents.

Summary (criteria): A descriptive summary addressing the criteria and how the nominee(s) meets or exceeds the criteria.

Video: A recording of a movie, performance, television program, event, etc.

Website: A series of webpages on the World Wide Web indicated by a specific URL.

Questions? Contact awards@sigmanursing.org.



Frequently Asked Questions 2024 Healthy Work Environment Awards

General

What is the awards website?

<https://www.sigmanursing.org/advance-elevate/awards/healthy-work-environment-awards> Nominations are submitted through an online system: https://stti-awards.confex.com/stti_awards/cp2024/cfp.cgi

When is the awards deadline?

24 August 2023

How much does it cost to submit a nomination?

US \$50

The fee structure for nominations outside the US is set according to World Bank classifications based on per-capita income designated as low, middle, and high.

How much does it cost for organizations outside of the US?

The fee structure for organizations outside the US is set according to [World Bank classifications](#) based on per capita income designated as low, middle, and high as defined by World Bank Basic Indicators table.

All fees paid to Sigma, either by individual members or chapters, will be calculated in US currency.

High Income = US \$50

Middle Income = US \$20

Low Income = US \$10

Is membership required to submit an entry?

Active Sigma membership is not required to submit an entry. A program, project, or intervention implemented at the unit, department, or system level within any health system or clinical facility is eligible. One-time projects, programs, or interventions implemented by a single individual or research project would not be appropriate without a viable sustainability plan.

Submitting a Nomination

How do I submit a nomination for the 2024 Healthy Work Environment Awards? Nominations are submitted through an online system: https://stti-awards.confex.com/stti_awards/cp2024/cfp.cgi

Is there a hard copy entry form?

No. All entries must be submitted through the online system. Entries mailed to Sigma will not be reviewed.

How do I start an online entry?

You can start an award nomination by clicking the "Submit an entry" button on the [Healthy Work Environment Awards](#) page. You will then select the award category and click "Submit an entry."

How do I nominate an organization?

To submit a group nomination, select the award and begin entering the nominator information. When asked to enter nominee information, select "group nominee." Be sure to include the name of the group being nominated (e.g., Nicklaus Children's Hospital, University of Virginia SON, etc.). You will need to enter at least one individual's name and email as the primary contact so Sigma can notify them after the review process. This can be the same as the nominator or another individual in the program. It is the primary contact's responsibility to communicate award information to other contributors.

I started a submission but had to stop. Can I return to the same entry?

Yes. Using your Entry ID (4-digit number) and Entry Password (6-digit number), you can log in to a nomination until the system closes on 24 August 2023 (11:59 p.m. Eastern Time).

What is my Entry ID and Entry Password?

The Entry ID and Entry Password are sent to the email address entered by the nominator when an entry is started. You can also view them in the top-left corner of the nomination page. Please contact awards@sigmanursing.org if you have lost your Entry ID and Entry Password.

Can I view, edit, or withdraw my nomination once it is submitted?

Yes. You can view, edit, or withdraw your submission through the 24 August 2023 deadline.

I've withdrawn my entry but already paid. Can I get a refund?

No. The entry fee is non-refundable.

What is the "descriptive summary"?

The descriptive summary is a 1- to 2-page summary, written by the nominator, describing how the program/project/intervention meets the award criteria. This is the nominator's opportunity to write a letter of support.

Can I submit more than two "letters of support"?

No. The judges will only read two letters.

What is the "letter of acceptance"?

This is a statement from a representative of the nominated team/department/unit/system that they will attend Sigma's Creating Healthy Work Environments meeting in Washington, DC, USA, 8-10 March 2024.

What is the "supporting documentation"?

Any documents, reports, or summaries that provide direct evidence of meeting the award criteria are considered "supporting documentation." This includes faculty and/or staff satisfaction surveys, student achievement reports and satisfaction surveys, outcome reports, attestations, videos, writing samples, articles, photos, etc. This is an opportunity to expand on the content of the descriptive summary. Additional letters of support will not be considered.

What formats can be uploaded through the online system?

TXT - Plain Text
HTML - Hyper Text Markup Language, web pages
PDF - Adobe's Portable Document Format
GIF, JPG, PNG - Formats commonly used on the web
RTF - Rich text file (most word processors export this format)
DOC - Microsoft Word
WMV, WMA, MOV, WAV, AIFF - Multimedia formats

Can I pay by check?

No. All entries must submit payment through the online awards system using a credit card (Visa, Mastercard, Discover).

Points of Contact

Whom do I contact with questions about the award criteria or process?

Laura Belt, Awards Coordinator
888.634.7575 (US/Canada toll-free)
+1.317.634.8171 (International)
Email: awards@sigmanursing.org

Whom do I contact if I have problems with the online system?

Confex Technical Support
Call +1.401.334.0220 between 8:30 a.m. and 6:00 p.m. Eastern Time, Monday–Friday
Email: stti_awards@confex.com