

**COAST GUARD ANNUAL HEALTH CARE
AWARDS NOMINATION PROCESS:
Independent Duty Health Services Technician of the Year (IDHSOY)
Health Services Technician of the Year (HSOY)
Health Care Facility of the Year (HCFOY)**

1. Independent Duty Health Services Technician of the Year Award. The annual Independent Duty Health Services Technician of the Year (IDHSOY) Award is intended to recognize sustained outstanding individual performance and contribution in direct patient care for the previous calendar year. One IDHSOY Award (afloat or ashore) will be awarded. The following factors will be considered: sick call, medevacs/urgent care, supply, ancillary services, patient education, TRICARE, public relations, quality improvement programs, medical readiness of his or her unit, and collateral duties.

a. Eligibility Requirements. To be eligible for this award, individuals must meet the following minimum criteria:

- (1) Be a member of the Coast Guard (active duty or reserve) as an Independent duty "C" school trained Health Services Technician in pay grade E-5 through E-7.
- (2) Be involved in all aspects of patient care management for the majority of the period;
- (3) Be an exemplary Health Services Technician with no weight probation or administrative actions in the period being recognized.

b. Recommendations. Commanding officers recommending individuals for this award shall liaison with their respective District Regional Practice (RP) Senior Independent Health Services Technician (SIDHS) for validating accuracy of nomination package based on the IDHS' performance during the last year (results from last compliance inspection and interactions with Duty Medical Officer Advisor (DMOA), and Regional Pharmacy Executive (RPE) technical authority oversight. Submit a nomination memorandum to HSWL SC. The memorandum must include the following:

- (1) A narrative account of the individual's achievements that deserve recognition;
- (2) A copy of the individual's performance evaluation(s) for the year; and
- (3) A statement that the member has no pending Uniform Code of Military Justice (UCMJ) action and within current CG weight standards.

c. District RP SIDHS will liaison with the unit command cadre to address any validation concerns, enter all IDHSOY nominees into a tracking system, and then submit all IDHSOY packages to Health Safety Work Life Service Center Operational Medicine Senior IDHS.

d. HSWL-SC will ensure all IDHSOY nominees meet the criteria outlined in the Medals and Awards Manual, COMDTINST M1650.25 (series), and then submit to CG-112 the top three IDHSOY nomination packages. A breakdown of all IDHSOY nominees will be sent via spread sheet detailing selection criteria of all packages received to CG-112.

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e. Presentation. The Director of Health, Safety, and Work Life (CG-11) will convene a board to review the top three recommendations, select the most deserving individual and to coordinate the presentation of the award. The awardee will receive a plaque, a congratulatory letter from CG- 11, and will also be automatically nominated for the Lewis Seaman Award for Outstanding Operational Support. This is an annual award for enlisted personnel presented by the Association of Military Surgeons of the United States (AMSUS). All other HSWL-SC selected nominees will receive a letter from Commandant (CG-11) congratulating them on their outstanding contribution to the Health Services Program.

f. Timeline: An ALCOAST will be released the first week in January of the following calendar year requesting nominations to be received NLT last business day in February. Selection of individual will be announced NLT last business day in March. Board panel members shall consist of HSWL SC and CG-11. All Nominees will be mentioned in the Health Care of the Year Awards ALCOAST.

2. Health Services Technician of the Year Award. This annual award is intended to recognize sustained outstanding individual performance and contribution in all facets of the patient care continuum for health services technicians assigned to a multi-staffed clinic or administrative service center (HSWL/MEPS/HBA) capacity for the previous calendar year. The following factors will be considered: patient care, urgent care, supply, temporary assigned duty (TDY) for mission critical backfills and national contingencies, ancillary services, patient education, TRICARE, administrative functions, quality improvement programs, and collateral duties.

a. Eligibility Requirements. To be eligible for this award, individuals must meet the following minimum criteria:

- (1) Be a member of the Coast Guard (active duty or reserve) as a Health Services Technician in pay grade E-7 or below;
- (2) Be involved in all aspects patient care, or administratively managing all aspects of the ADSM for the majority of the period; and
- (3) Be an exemplary Health Services Technician with no weight probation or administrative actions in the period being recognized.

b. Recommendations. Commanding officers recommending individuals for this award shall submit a nomination memorandum through their respective District Regional Practice (RP) Senior Independent Health Services Technician (SIDHS) for the purpose of tracking all district wide nominees to HSWL SC. The memorandum must include the following:

- (1) A narrative account of the individual's achievements that deserve recognition above all other health services technicians;
- (2) A copy of the individual's performance evaluation(s) for the year; and

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(3) A statement that the member has no pending Uniform Code of Military Justice (UCMJ) action and within current CG weight standards.

c. District RP SIDHS will liaison with the unit command cadre to address any validation concerns, enter all HSOY nominees into a tracking system, then submit all HSOY to Health Safety Work Life Service Center Command Master Chief.

d. HSWL-SC will ensure all HSOY nominees meet the criteria outlined in the Medals and Awards Manual, COMDTINST M1650.25 (series), and then submit to CG-112 the top three HSOY nomination packages. A breakdown of all HSOY nominees will be sent via spread sheet detailing selection criteria to CG-112.

e. Presentation. The Director of Health, Safety, and Work Life (CG-11) will convene a board to review all recommendations and select the most deserving individual, and coordinate the presentation of the award. The awardee will receive a plaque, a congratulatory letter from CG-11, and will be automatically nominated for the Lewis Seaman Award for Outstanding Operational Support. This is an annual award for enlisted personnel presented by the Association of Military Surgeons of the United States (AMSUS). All other HSWL-SC selected nominees will receive a letter from Commandant (CG-11) congratulating them on their outstanding contribution to the Health Services Program.

f. Timeline: An ALCOAST will be released the first week in January of the following calendar year requesting nominations to be received NLT last business day in February. Selection of individual will be announced NLT last business day in March. Board panel members shall consist of HSWL SC and CG-11. All Nominees will be mentioned in the Health Care of the Year Awards ALCOAST.

3. Health Care Facility of the Year Award. The Health Care Facility of the Year Award is presented annually to recognize outstanding performance and contribution by a Coast Guard health care facility for the previous calendar year.

a. Eligibility Requirements. The following factors will be considered:

(1) Patient Care. Providing the maximum amount and type of health care possible based upon the type of facility and the available resources and staffing. This includes, but is not limited to, inpatient care monitoring, pharmacy support and prescriptions filled, physical examinations, sick call, physical therapy, TRICARE advice, immunizations, laboratory, and x-ray services. Temporary Assigned Duty (TDY) support provided by the clinic staff during the last year will also be considered (e.g. Physician, Physician Assistant, IDHS, and HS support for mission critical backfills and national contingencies).

(2) Urgent Care. Responding to requests for urgent health care, such as providing health services personnel for medevac flights, responding to calls or radio

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requests for medical advice, and providing ambulance transport services if capabilities exist.

- (3) Occupational Medical Surveillance and Evaluation (OMSEP). Providing health care support to the OMSEP, such as performing physicals, conducting training in various aspects of occupational disease hazards and their prevention, monitoring the hearing conservation program, and OMSEP compliance data.
 - (4) Patient Education. Providing training and education to beneficiaries enabling them to become more informed health care consumers. This could be either group or individual training and could vary in scope from teaching a child how to cope with his or her diabetes to informing large groups of the hazards of smoking. This education could be accomplished by any appropriate training methodology.
 - (5) Unit or Community Affairs and Public Relations. Providing support to activities which benefit the unit or community such as health fairs, scout physicals, school physicals, providing articles dealing with services available at the facility, or health care related topics for unit or community paper. Consideration will be given for the clinic's role in maintaining the morale and welfare of all beneficiaries and not just the active duty population.
 - (6) Cost Containment. Seeking ways to control health care costs without reducing services. Designing inventory and supply procedures that will ensure that drugs and supplies are procured by the most frugal method and used prior to their expiration date. Being aware of the various sources of health care in the community and using only those that are reasonably priced and of acceptable quality. Ensuring that health care tests and x-rays are performed for appropriate clinical reasons.
 - (7) Quality Improvement. Supports and carries out quality improvement initiatives including quality improvement studies and performance on the operational health readiness surveys, and Accreditation Association for Ambulatory Health Care (AAAHC) accreditation
 - (8) Clinic readiness data for their unit and units within the clinic's area of responsibility (AOR). Efforts showing improved reserve readiness will be noted. This data should include number of patients enrolled to the clinic, number of members in the clinic's AOR, and the total medical readiness for both populations.
- b. Recommendations. Commanding officers recommending their health care facility must submit a nomination memorandum, **not to exceed four pages**, to Commandant (CG-112). The letter must include the following:

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- (1) An account of the health care facility achievements that deserve recognition above all other health care facilities;
 - (2) A copy of the unit's cover page and summary only from their recent HPAP and AAAHC surveys; and
 - (3) Copies of unit or community newspaper articles, or letters from beneficiaries that describe commendatory action(s) by the facility.
- c. Presentation. The Director of Health, Safety, and Work-Life (CG-11) will convene a board consisting of HSWL SC and CG-11 staff and review all recommendations to select the most deserving clinic, and coordinate the presentation of the award. The clinic will receive a plaque and congratulatory letter evidencing the outstanding performance.