

# ADMINISTRATIVE PROFESSIONAL EXCELLENCE AWARD



HONORING THE LEGACY OF MIKELL ROSE BROWN

## 2024 CALL FOR NOMINATIONS

The Indiana Hospital Association recognizes outstanding personal achievement in support of the humanitarian and management goals of Indiana health care institutions.

IHA has established a new award to salute excellence in administrative professional service. It honors the legacy of Mikell Rose Brown, who set high standards of service to Hoosier hospitals as an IHA administrative assistant for 25 years.

### CRITERIA

The recipient must meet the following criteria:

- Employed by an IHA member hospital in an administrative support role
- Contributed to the advancement of high-quality, efficient health care services in an Indiana community
- Attained a high level of proficiency and personifies the hospital's values
- Has become, through relationship-building and work products, a role model for associates to emulate
- Consistently exhibits independent thinking and action, reliability, creativity, leadership, innovation, and versatility

### PROCESS

- Nominations must be received by **April 30, 2024**
- Nominations should be emailed to [Molly Kelly](#), IHA Member Engagement & Marketing Coordinator
- Nominators will receive confirmation that the nomination has been received
- The award will be presented at the **IHA Administrative Professionals Conference on July 18**
- Nominations may be made by anyone affiliated with an IHA member hospital, not just a CEO
- Nominees who are not selected may have nominations updated and submitted in future years
- The award may not be given each year

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## 2024 NOMINATION FORM

Return the nomination form and supporting documentation by **April 30, 2024**, to Molly Kelly, IHA Member Engagement & Marketing Coordinator, at [mkelly@IHAconnect.org](mailto:mkelly@IHAconnect.org).

<b>Nominee</b>	
<b>Title of Nominee</b>	
<b>IHA Member Organization</b>	
<b>Years in Present Position</b>	

<b>Prior Positions in Hospital Field</b>	
<b>Year(s) with Title</b>	<b>Hospital Name and Location</b>

<b>Nominator</b>	
<b>Title of Nominator</b>	
<b>Email</b>	
<b>Phone</b>	

**Nominator:** Please review the criteria for the award and provide details of how your nominee has met those criteria. Some examples include:

*Has your nominee played a key or lead role in enhancing the quality, efficiency, or effectiveness of your organization? If so, please provide specifics.*

*Has your nominee been formally recognized, by your organization or outside entities, for outstanding ideas, service, deliverables? If so, please describe.*

*Which of your nominee's personal and professional qualities impress you the most, and why?*

*In addition to your narrative on how the nominee deserves statewide recognition for service excellence, you are encouraged to append additional documentation such as curriculum vitae, articles from in-house or community publications, citations, etc.*