

AHCC Achievement Awards Committee: Scope of Work

AHCC Contact

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Purpose and Terms of Service

Objective

The Association of Home Care Coding and Compliance's (AHCC) AHCC Achievement Awards Committee provides expertise and guidance on the development of the AHCC Achievement Awards program, nomination requirements, and recipient selection.

There are currently two AHCC Achievement Awards: Home Care Coding Professional of the Year and Home Care Compliance Professional of the year. Committee members work with AHCC administration to determine criteria for these annual awards and other associated honors.

Essential responsibilities

- Work with the AHCC administration to determine criteria for annual "Professional of the Year" awards and other associated honors.
- Help AHCC administration to publicize award criteria and promote nominations.
- Review nomination submissions and discuss findings over several meetings typically in April/May.

Code of professional conduct

Achievement Awards Committee members are expected to exercise professionalism, diplomacy, and discretion when conducting all committee work.

When topics of discussion arise on which the committee members disagree, members are expected to treat one another with respect and dignity. Committee members should leave their personal biases at the door and bring an open mind to discussions.

If a committee member is assigned a task which they are either unable to complete or do not feel comfortable completing, they should contact the committee coordinator immediately to ensure the work is covered.

Committee composition

The Achievement Awards Committee will consist of 8-10 members, including:

- Members of the BMSC Certification Committees
- Members of the AHCC Advisory Board
- Representatives of the general AHCC membership
- An AHCC/BMSC staff member. This is a non-voting/contributing member charged with facilitating meetings (such as setting up the conference calls), setting meeting agendas, and following up on the committee's progress on various tasks as assigned between meetings to ensure the meetings run smoothly and everyone comes prepared.

Applicants for the Achievement Awards Committee must be active AHCC members.

AHCC Board liaison:

This committee will have a member of the AHCC board who will serve as a liaison between the board and the committee. The AHCC board liaison will provide guidance, direction, and oversight to the committee.

Specific responsibilities:

- Report back to the AHCC board on committee meetings and work progress.
- Ensure committee members are doing their work and making progress on assigned tasks.
- Promotes committee membership and work.
- Provides insight and leadership to help tie awards to AHCC values and goals.

Term duration and prerogatives

Achievement Awards Committee membership will be evaluated annually, and reappointment decisions will be rendered based on current needs, the given committee member's past contributions and continued desire to serve.

Those needing to step down from volunteer duties due to a change in position, family obligations, or other matter may do so at any time but should provide at least 30-day advance notice to the coordinator to maintain continuity of the group and to allow a replacement volunteer to be identified.

Any volunteer who does not fulfill the expectations of the committee and does not communicate with AHCC administration in a timely manner may be asked to step aside to allow a new volunteer to be chosen to maintain the continuity of the work.

In return for their important work, active committee members will receive the following benefits for the duration of their service:

- Public recognition on the AHCC website

Scope of Work and Process

The Achievement Awards Committee meets on an as-needed basis to conduct business necessary to develop and facilitate the awards program. During the nomination process, the committees will meet more frequently. During the rest of the year, the Achievement Awards Committee

should expect to participate in quarterly meetings to discuss plans for the award season, refinements to the process, and an annual review of the process.

Although the Achievement Awards Committees' major activities center around planning for the award program, reviewing nominations, and selecting winners, committee members are encouraged to remain engaged in their work throughout the year. The following are key ways to keep active:

- Submit written pieces on the importance of recognizing professional excellence in our profession to AHCC's publications and to publications outside of AHCC to further awareness of home care and our professions. These written pieces may be assigned by AHCC administration.
- Bring forward ideas for new awards or process refinements to AHCC administration for future planning.
- Look for gaps, discrepancies, and other potential deficiencies in AHCC's award program and inform the AHCC administration of potential opportunities.
- Share suggestions for improving the effectiveness and efficiency of the committee's work

Please direct all feedback to AHCC Director Jan Milliman at JMilliman@decisionhealth.com.