



Caught You Caring

Recognize an outstanding SMH staff
member.

WHAT IS THE CAUGHT YOU CARING PROGRAM?

The Caught You Caring (CYC) Program allows SMH staff to recognize their colleagues and give them a well-deserved shoutout for outstanding work. Did you see a team member go above and beyond? Show your appreciation by submitting a CYC nomination.

**Caught
You Caring**

Recognize an outstanding Stevenson Memorial Hospital staff member through the Caught You Caring program.

 Has a positive attitude	 Is a team player	 Friendly and helpful
 Represents SMH with excellence	 Does their job to the best of their abilities	 Goes above and beyond

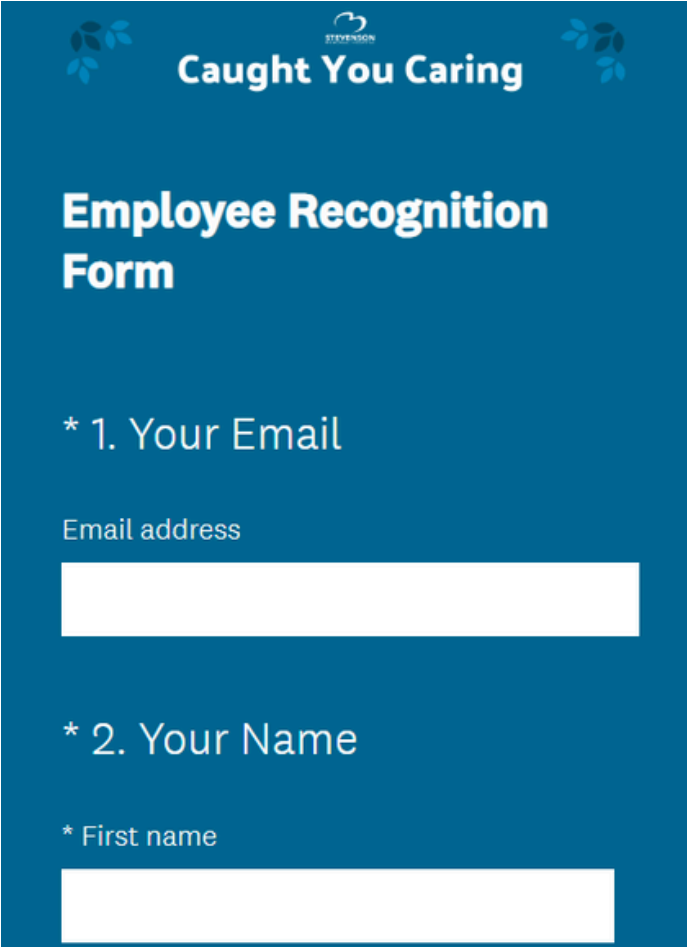
To recognize any SMH staff member, please complete the online Caught You Caring Form

HOW DOES IT WORK?

Step 1: An SMH employee notices a colleague going above and beyond and decides to recognize them for their outstanding work.

Step 2: The employee submits a nomination using the Caught You Caring form online. The form can be accessed via the [Staff Resources page](#) on our website (under “Staff Portal”). Posters with QR codes will also be placed around the hospital for easy access.

Step 3: At the end of each month, all submissions will be reviewed, and recipients will be recognized with a certificate of appreciation and a shoutout on the CYC board in the cafeteria.



The image shows a digital form titled "Caught You Caring Employee Recognition Form". At the top, there is a logo for "SMH" and the text "Caught You Caring" flanked by decorative leaf icons. The form has a dark blue background with white text. It contains two main sections, each marked with an asterisk. The first section is "1. Your Email" with a label "Email address" and a white input field. The second section is "2. Your Name" with a label "* First name" and a white input field.

Caught You Caring

Employee Recognition Form

* 1. Your Email

Email address

* 2. Your Name

* First name

HOW DOES IT WORK? _____

1. Nominations Submitted – At the end of each month, names are sent to HR for review.
2. HR Clearance – Once approved, Corporate Communications (Corp Comms) reaches out to the staff member and their leadership team.
3. Presentation Coordination – A date is set when the recipient, their manager/Director, and others can be present.
4. Certificate & Recognition – The manager/Director presents a certificate to the staff member.
5. Photo & Promotion – A photo is taken and shared with Corp Comms for:
 - The Pulse staff e-newsletter
 - Caught You Caring recognition board

(If Corp Comms can't attend, we ask someone on-site to take a photo for us.)

CAUGHT YOU CARING PROGRAM RULES

- The program is open for all employees, including management and leadership members.
- The CYC Form can only be completed online, as it makes it easier to keep track of submissions. Link for the form will be available on our website on the Staff Portal page, and a QR code will be made available on the CYC Board.
- You cannot vote for yourself, and only SMH and SMHF staff members may participate.

CAUGHT YOU CARING BOARD

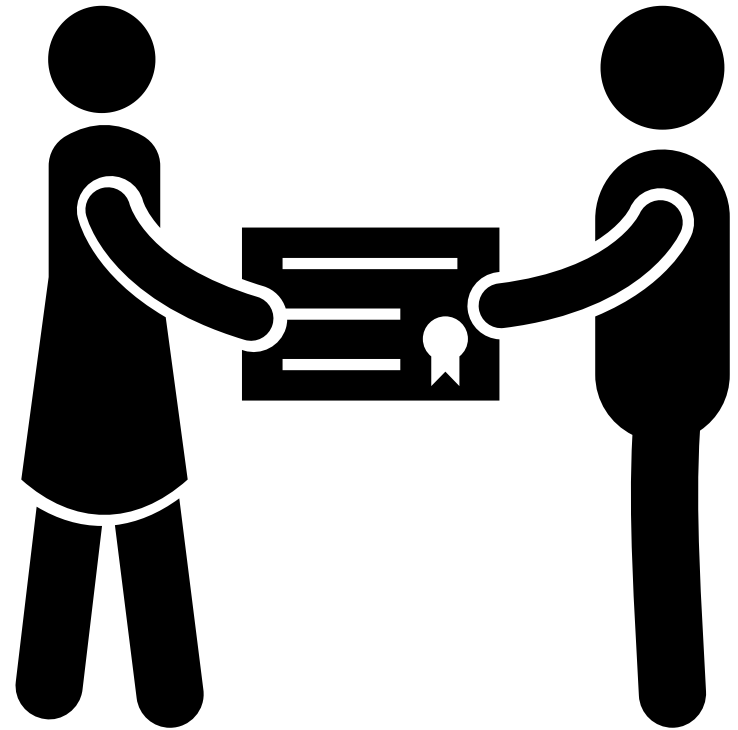
In addition to receiving a certificate, CYC recipients will be recognized on the Caught You Caring board, located outside the cafeteria on one of the bulletin boards. This board will be updated monthly with new nominations, ensuring that staff members' hard work and dedication are celebrated publicly.

CYC recipients will also be included in our bi-monthly newsletter.



CYC CERTIFICATES

Staff members recognized through the Caught You Caring program will receive acknowledgment from leadership, including an ELT member, Director, and their unit manager, along with support from colleagues. Certificates will be awarded monthly in recognition of their hard work. To accommodate schedules, an informal presentation will take place in the recipient's work area or unit.



CERTIFICATE EXAMPLE





QUESTIONS?

PLEASE CONTACT MICAELA TESI AT:

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MEMORIAL HOSPITAL