NOMINATIONS FOR THE UNDER SECRETARY FOR HEALTH’S EXPERT FIELD INTERMEDIATE CARE TECHNICIAN OF THE YEAR AWARD

1. This Veterans Health Administration (VHA) notice announces a call for nominations for the 2018 Under Secretary for Health’s Expert Field Intermediate Care Technician (ICT) of the Year Award. Established in 2018, this award program recognizes and honors ICTs who have demonstrated exceptional patient care and contributed to the advancement of the ICT role (see Appendix A).

2. ICTs are former military corpsmen and medics functioning in health care roles commensurate with their military experience and training without the need for a license or additional credential. This role also provides a higher level of clinical support to both nursing and medicine. Additionally, ICTs provide Veteran peer-to-peer care to patients.

3. This notice calls for nominations to recognize the ICT who has demonstrated sustained dedication to quality medical care while also demonstrating ICT leadership characteristics.

4. This individual selected for the Expert Field Intermediate Care Technician of the Year Award will receive a time-off award of 12 hours, an Under Secretary for Health Certificate of Commendation, and a plaque.

5. Award recipients will be selected by the VHA ICT Leadership Group.

6. Any VA employee may nominate an ICT for the award by submitting a written narrative to the VA Medical Facility Director summarizing the basis for the nomination. Nomination packages must be endorsed by the VA medical facility and submitted to the VHA ICT Leadership Group at ICTLeadershipGroup@va.gov within 60 days after the issuance of this notice.

7. RESPONSIBLE OFFICE: The VHA Offices of Nursing Services and Community Engagement and Deputy Under Secretary for Health for Policy and Services (10P) are responsible for the content of this notice. Questions may be directed to the VHA ICT Leadership Group at ICTLeadershipGroup@va.gov.

8. RESCISSION: None. This VHA notice will expire and be archived on June 30, 2019.

Carolyn M. Clancy, M.D.
Executive in Charge

NOMINATION AND SELECTION PROCEDURES FOR THE EXPERT FIELD INTERMEDIATE CARE TECHNICIAN OF THE YEAR AWARD

1. **Definition of Award:** Annually recognizes and honors ICTs who have demonstrated exceptional patient care and contributed to the advancement of the ICT role.

2. **Eligibility:** Any VHA ICT who has been employed by the VA for a minimum of one year.

3. **Criteria:** Nominees must demonstrate excellence for the following elements:
   a. **Dedication to quality medical care:** Evidence that the nominee demonstrates the following on a consistent basis:
      1. Performs high quality clinical work.
      2. Delivers patient-driven care, including patients with complex health needs.
      3. Contributes fully as a team member.
      4. Seeks increased clinical responsibilities.
   b. **Demonstration of ICT leadership:** Evidence that the nominee has been observed exhibiting the following characteristics on a consistent basis:
      1. Initiates or contributes to clinical care innovations.
      2. Is a positive role model.
      3. Receives feedback from Veterans or their caregivers, and team members.
      4. Lead peers in Department of Veterans Affairs (VA) Medical Center initiatives.

4. **Nomination Procedures:** Any VA employee may nominate an ICT for the award by submitting a written narrative to the VA Medical Facility Director summarizing the basis for the nomination. The nominee must have a minimum of one year as a VA employee.
   a. The nomination page shall include all of the following elements:
      1. Nomination letter. The narrative is limited to no more than three pages, using at least Arial 12-point font, and one-inch margins. **NOTE:** Do not use abbreviations and define acronyms the first time they are used.
      2. The nominee’s current resume, curriculum vitae, or other summary of education, training, and work history.
   b. The VA medical facility Director should endorse each nomination.
   c. More than one nomination may be submitted from a VA Medical Facility.
d. The VA Medical Facility representative forwards the electronic nomination package to the VHAICT Leadership Group at: ICTLeadershipGroup@va.gov.