

Santiam Memorial Hospital Hospital Incentive Program (H.I.P.) 2012

Program Description

A staff incentive program is part of the staff benefit program. The incentive program will be considered annually during the operational and strategic planning process. The plan consists of 10 goals, with each goal comprising 10% of the plan. Monies available to the plan are comprised of 2% of base salaries through November 30th of the plan year. The monies available to the plan are multiplied by the percentage of goals achieved to determine the amount of monies available for distribution. Incentive plan monies are paid in December. Each staff member receives an equal amount, in relationship to the amount of hours worked, up to a full time equivalency. The incentive plan is effective from **January 1st through November 30th**. Staff employed on December 1st are eligible for the plan. Staff retiring during the plan year will receive their prorated portion of the plan.

In any given year, a positive operating margin must exist before benefits from this plan are paid out. Staff will be informed on the progress of the plan through the “memorable experience” dashboard distributed monthly and the probability that the plan will be supported by a positive operating margin.

2012 Goals:

1. Be the Difference in the Safety of our Patients

- A. Demonstrate and educate for patient safety, proper hand sanitizing techniques.
Target: 85% Confirmation of handwashing on Inpatient and Outpatient questionnaires.

staff initials

- B. Staff will enhance their knowledge of the Hospital Emergency Response Plan by participating with their department’s implementation of an Emergency Response Drill. Department Directors will assign Drills for each department and the time frame for completion. Participation in Fire Drills will be monitored separately.
Target: Each department will complete an Emergency Response Drill.

staff initials

- C. Reduce patient fall instances during the year.
Target: Reduction of patient fall instances incurred in the previous year.

staff initials

2. **Be the Difference for our community.**
Each hospital department will plan and participate in a community relations project demonstrating commitment to our mission, vision and values. Each project should demonstrate our mission to promote the general health and welfare of the community we serve through education, support and medical services.

Target: 100% participation of hospital departments.

staff initials

3. **Be the difference for each other.**
Each staff member will volunteer time toward a hospital sponsored project during the year. The minimum commitment is 4 hours per staff member per year. New staff hired after October 15th are not required to complete individual volunteer time for that year.

Target: 90% of participating staff members. **To receive the benefits of the H.I.P. Plan, participants must complete their individual volunteer time.**

staff initials

4. **Be the Difference as an advocate of patient's rights.**
Target: 90% of departments will meet or exceed patient satisfaction goals for their department from prior year (as reported on clinical dashboard report).

staff initials

5. **Be the Difference in your hospital knowledge.**
Staff will attend one hospital mandated staff Education Day and complete all mandatory departmental education during the year.

Target: 90% attendance for all hospital staff.

staff initials

6. **Be the Difference for our medical facility**
Each department will assist in showcasing Santiam Memorial Hospital's new patient tower. Tasks may include preparation, set-up, staffing and conducting community engagements, open houses and tours of the new patient tower.

Target: 100% of departments will assist in any assigned tasks, as directed by the marketing department.

staff initials

Santiam Memorial Hospital 2012 Hospital Incentive Plan (H.I.P.) Enrollment

The Hospital Incentive Program is a voluntary staff benefit. As a staff member, you may choose not to participate in the program. As a member of the hospital staff, you are still required to adhere to all other terms of employment, such as: safe work practices, correct usage of sick and overtime, performance of duties outlined in your job description, etc... However, you would not be expected to perform any volunteer services or assist in community service projects unless they were specified in your job description. Should you choose not to participate in the plan, you would also not receive any benefits disbursed as part of this plan. ***There is mandatory participation in individual volunteer hours to receive benefits of the H.I.P. Plan.*** Last year, the disbursement from the Hospital Incentive Plan amounted to approximately **\$1057.42** for full time status, with 100% of the goals met for the year!

Each staff member is responsible for documentation of their involvement in the H.I.P. Program. Each staff member will have an "activity report" in their department for documenting department community service project participation, hospital sponsored project volunteer time, mandated Education Day attendance, review of Hospital and Departmental Administrative manuals, MSDS manuals and Emergency Preparedness manuals, review of Department Notes and Safety Committee Minutes and Memorable Experience reports. Also, each staff member is expected to be aware and make recommendations toward attainment of other H.I.P. goals. Staff should be aware of the projects that they or their department is involved in and the anticipated due dates.

A complete listing of the goals for 2012 is in each administrative manual, or copies may be obtained from Barbie DuChene (Payroll). Please look at the goals carefully to see how you may be able to contribute to the hospital's successful attainment of these goals. If you are unsure of how you can help, see your department director for assistance.

Please sign, date, and check the appropriate box below. Also, please read and initial each goal on the previous pages and return to Barbie DuChene, ASAP. We will give you a copy of the initialed goals to refer to throughout the year.

- Please include me in the H.I.P. plan for 2012. I understand my responsibilities under the plan and agree to do my part to attain the goals.
- I do not wish to be a part of the plan this year. I understand I waive my rights to benefits derived from the plan.

Participant Signature

Date

Printed Participant Name

Department