



STEVENSON
MEMORIAL HOSPITAL

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.



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



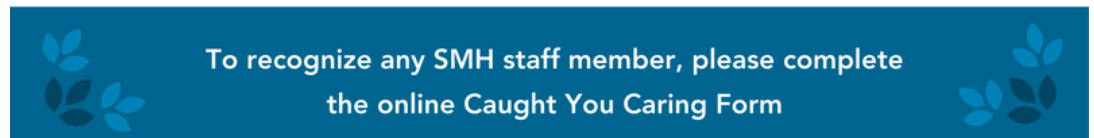
Represents SMH with excellence



Does their job to the best of their abilities



Goes above and beyond

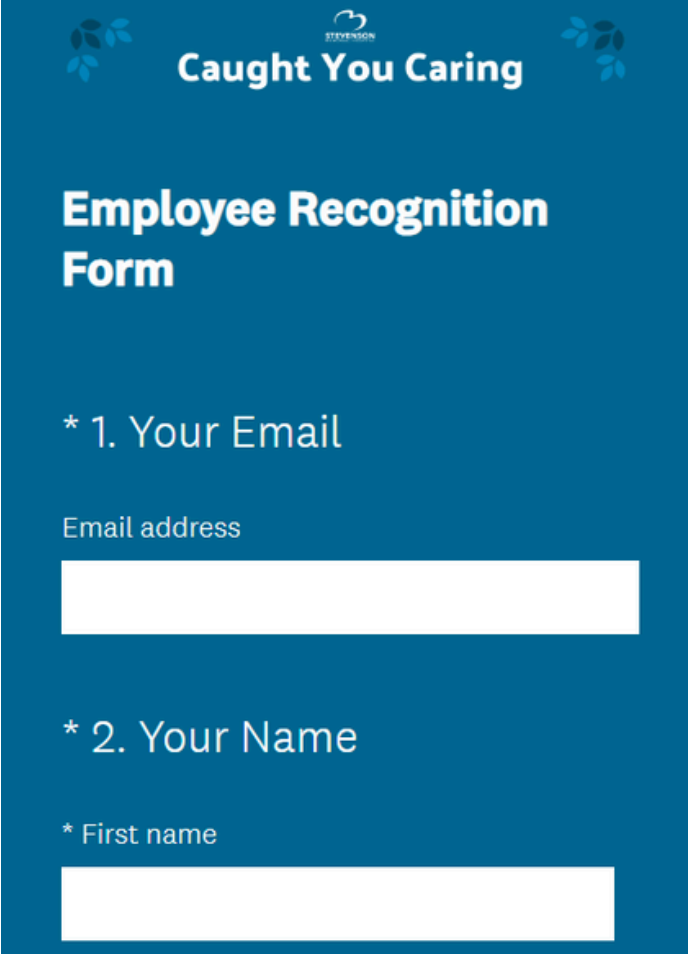


HOW DOES IT WORK?

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". The form is set against a dark blue background with white text. At the top, there is a logo for "SMH" and the text "Caught You Caring" flanked by decorative leaf icons. Below the title, there are two required fields: "1. Your Email" and "2. Your Name". The "1. Your Email" field is labeled "Email address" and has a white input box. The "2. Your Name" field is labeled "* First name" and also has a white input box.

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 QR codes will be made available in each department.
- You cannot vote for yourself, and only SMH staff members may participate.

CAUGHT YOU CARING BOARD

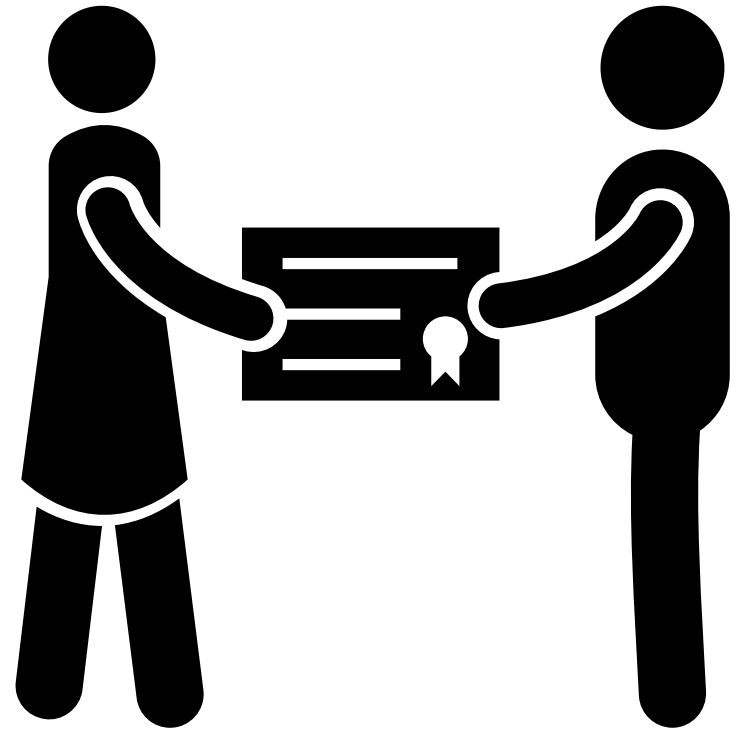
In addition to receiving a certificate, CYC recipients will be recognized on the Caught You Caring board, located outside the cafeteria on one of the bulletin boards. This board will be updated monthly with new nominations, ensuring staff members' hard work and dedication are celebrated publicly.



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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