

Nursing Institute for Healthcare Design (NIHD) Fellows Program

Approved May 18, 2018

The NIHD Fellows Program (Program) recognizes and appoints those NIHD members who have made proper application and who have demonstrated significant and sustained contributions to nursing, health care, healthcare design and NIHD. Those NIHD members accepted into this Program may use the credential “NIHD Fellow” after their name to reflect their achievements in nursing, health care and healthcare design, in addition to their NIHD membership. This credential represents a designation, appellation or title only, not a certification. All NIHD Fellows will be listed in the NIHD Registry of Fellows.

- **Purpose.** The purpose of this Program is to recognize significant and sustained contribution to the advancement of nursing, health care, healthcare design and NIHD through meritorious service, excellence in professional practice and innovative leadership.
- **Eligibility.** The Program is open to any candidate who submits a proper application and who meets the following eligibility requirements:
 - Current NIHD membership (Full, Faculty, Honorary) at the time of application. Student membership does not qualify.
 - Continuous NIHD membership for at least three (3) years, including the current year.
 - A nursing baccalaureate (or accelerated masters) degree that permits initial entry into the practice of nursing. A copy of the candidate’s diploma or final conferred transcript is required.
 - At least one (1) post-baccalaureate degree in nursing or other health care or healthcare design-related discipline. For purposes of this criteria, this degree includes health care administration, health planning, public health, architecture and interior design.
 - At least one (1) of the following credentials:
 - Accredited post-baccalaureate certificate program in healthcare design;
 - EDAC certification;
 - LEAN certification; or
 - Other nationally recognized nursing, health care or healthcare design related certification.
 - A copy of the candidate’s diploma or final conferred transcript or certificate is required.
 - Employment (W-2), independent contractor or consultant (1099) status with a nursing organization or academic program, healthcare organization or academic program, healthcare design organization or academic program, or any combination thereof, for a total of at least five (5) years (60 months).

- A personal statement that describes the candidate's significant and sustained achievements, all of which demonstrate professional and personal contributions to nursing, health care, healthcare design and NIHD.
- Two (2) written references, one from a current or past member of the NIHD Board or current NIHD Fellow (future years), and one from a senior leader in health care or healthcare design. For purposes of this criteria, any current or past member of the NIHD Board or current NIHD Fellow may submit references for more than one (1) candidate in any given year.
- Application.
 - The NIHD Board of Directors (Board) invites candidates to submit their applications and reference letters on or before August 1, 2018, using the online application process available on the NIHD website.
 - A one-time, non-refundable application fee of \$250 is required.
 - A confirmation email will be sent to the candidate to confirm receipt of the application. Any incomplete application that is lacking in essential documentation (e.g., diploma, transcript, certificate, etc.) will be returned to the candidate along with the \$250 application fee with a recommendation to re-apply the following year.
 - During the first application cycle (2018), the Board shall select at least four (4) qualified and distinguished NIHD members to review, rate and formulate recommendations to approve or deny each of the candidate applications. The members shall receive the application packets by August 10th each year. No member shall review, rate or formulate a recommendation resulting from their own application. All applications and member work papers shall be submitted to the Board for further review and final action to approve or deny each of the candidate applications at the September Board meeting.
 - All candidates will receive written notification of the Board's final decision by October 1 each year. Any candidate who is not appointed may re-apply again during a subsequent application cycle.
 - All newly appointed NIHD Fellows will be announced and introduced at the NIHD annual membership meeting at the then-currently scheduled Health Care Design Expo in November of each year.
 - This application process will be conducted annually and there is no quota or other limitations regarding the number of candidates who may apply or be appointed in a given year.
- Dues. NIHD Fellows shall be required to pay an additional \$100 above the then-current NIHD membership dues annually. Any NIHD Fellow who subsequently completes or retires all paid professional activities during a particular calendar year shall submit documentation to the Board and

revert to NIHD Honorary Fellow status during the next calendar year, for which no dues will be required [above the then-current NIHD membership dues].

- Tenure. The NIHD Fellow credential is a lifetime recognition, subject to current and continuing NIHD member and Fellow (or Honorary Fellow) status and compliance with the NIHD Code of Ethics. Any evidence of false or fraudulent information or activities by an applicant or by an NIHD Fellow, at any time, shall require Board action in accordance with the NIHD Bylaws.
- Benefits.
 - Recognition as an NIHD Fellow.
 - NIHD press release.
 - Use of the NIHD Fellow title.
 - Inclusion in the NIHD Registry of Fellows on the NIHD website that includes bio, personal statement, approved contact information and headshot. This Directory will be accessible to the public for use in recognizing, selecting and engaging “thought leader” experts for participation in healthcare design-related consulting, speaking, research and other professional endeavors.
 - Additional recognition as an NIHD Fellow by NIHD and other nursing, health care and healthcare design organizations.
- The proposed NIHD Bylaws to support this Program were approved by the Board on May 18, 2018. The approved NIHD Bylaws will be submitted to the NIHD membership for electronic approval in accordance with the procedures set out in the Bylaws.