

Guidelines for Manuscript Preparation

The paper must be written in [APA style](#) and be in Times New Roman, 12 pt font. The paper must be 7 to 10 pages in length (exclusive of tables and illustrations). The paper must be typewritten, double spaced and contain one inch margins. All graphs, tables and references are to be placed on separate sheets of paper.

Outline (to be submitted with your application)- must define what the assignment is, what the purpose of the paper is, what is the thesis statement.

The manuscript should evidence proper writing techniques and be organized in a logical and systematic manner that guides the reader through the information to the intended conclusion. It should include the following:

Introduction - summarize the main theme of the paper in one or two paragraphs.

Body - to include an explanation of the topic's importance in the healthcare industry and the background information about the project; what led you to the plan. Discuss any supportive documentation you used. How was the project implemented? What were the results? Discuss both positive and negative. Include graphs or charts here when appropriate.

Results/Evaluation -The results/evaluation must be logical, innovative and clearly explained. Other alternatives to the problem that were considered and evaluated should be identified and discussed. The rationale for their elimination should be explained.

The analysis of the impact of the results of the activity should be clear, concise and documented where appropriate.

The results should be applicable to other healthcare institutions and circumstances, and the paper should clarify the methodology necessary to transfer the solution reached to other institutions. The paper should add to the knowledge base of all healthcare environmental services practitioners and serve as a communication/educational tool for healthcare managers in other areas where appropriate.

Conclusion - include a one paragraph conclusion/summary.

The paper must be authenticated and verified by the FAHE review committee.

Scoring

Applicant must score at EXPERT level in all areas to receive the FAHE designation.

	EXPERT	PROFICIENT	APPRENTICE	NOVICE
INTEGRATION OF KNOWLEDGE	The paper demonstrates that the author fully understands and has applied concepts learned in the course. Concepts are integrated into the writer's own insights. The writer provides concluding remarks that show analysis and synthesis of ideas.	The paper demonstrates that the author, for the most part, understands and has applied concepts learned in the course. Some of the conclusions, however, are not supported in the body of the paper.	The paper demonstrates that the author, to a certain extent, understands and has applied concepts learned in the course.	The paper does not demonstrate that the author has fully understood and applied concepts learned in the course.
TOPIC FOCUS	The topic is focused narrowly enough for the scope of this assignment. A thesis statement provides direction for the paper, either by statement of a position or hypothesis.	The topic is focused but lacks direction. The paper is about a specific topic but the writer has not established a position.	The topic is too broad for the scope of this assignment.	The topic is not clearly defined.
DEPTH OF DISCUSSION	In-depth discussion & elaboration in all sections of the paper.	In-depth discussion & elaboration in most sections of the paper.	The writer has omitted pertinent content or content runs-on excessively. Quotations from others outweigh the writer's own ideas excessively.	Cursory discussion in all the sections of the paper or brief discussion in only a few sections.
COHESIVENESS	Ties together information from all sources. Paper flows from one issue to the next without the need for headings. Author's writing demonstrates an understanding of the relationship among material obtained from all sources.	For the most part, ties together information from all sources. Paper flows with only some disjointedness. Author's writing demonstrates an understanding of the relationship among material obtained from all sources.	Sometimes ties together information from all sources. Paper does not flow - disjointedness is apparent. Author's writing does not demonstrate an understanding of the relationship among material obtained from all sources.	Does not tie together information. Paper does not flow and appears to be created from disparate issues. Headings are necessary to link concepts. Writing does not demonstrate understanding any relationships
SPELLING & GRAMMAR	No spelling &/or grammar mistakes.	Minimal spelling &/or grammar mistakes.	Noticeable spelling & grammar mistakes.	Unacceptable number of spelling and/or grammar mistakes.
SOURCES	More than 5 current sources, of which at least 3 are peer-review journal articles or scholarly books. Sources include both general background sources and specialized sources. Special-interest sources and popular literature are acknowledged as such if they are cited. All web sites utilized are authoritative.	5 current sources, of which at least 2 are peer-review journal articles or scholarly books. All web sites utilized are authoritative.	Fewer than 5 current sources, or fewer than 2 of 5 are peer-reviewed journal articles or scholarly books. All web sites utilized are credible.	Fewer than 5 current sources, or fewer than 2 of 5 are peer-reviewed journal articles or scholarly books. Not all web sites utilized are credible, and/or sources are not current.
CITATIONS	Cites all data obtained from other sources. APA citation style is used in both text and bibliography.	Cites most data obtained from other sources. APA citation style is used in both text and bibliography.	Cites some data obtained from other sources. Citation style is either inconsistent or incorrect.	Does not cite sources.

Adapted from: Whalen, S. "Rubric from Contemporary Health Issues Research Paper"
http://academics.adelphi.edu/edu/hpe/healthstudies/whalen/HED601_r2.shtml

Possible Topics

Contents of the paper must focus on administrative and management matters. The topic must be timely and relevant to the healthcare environmental services field. Examples of possible topics are:

HCAPS: Scores have become increasingly more important to hospital executives as a measure of quality. How can these scores be raised?

Actions and processes on improving patient satisfaction: What steps can be taken.

Practices on lowering HAI's: What best practices have you found and how can others implement them.

LEAN: How are the LEAN principles helping you maximize customer value while minimizing waste.

Financial: Actions to implement cost effective measures, revenue generating projects, productivity improvements

Team Building: Actions that show participation in the healthcare facility's overall committee process, joint projects with other institutions or departments

Marketing: Actions which represent the healthcare facility in community projects, development of guest relations projects

*Note: These are only suggestions, and other projects will be reviewed for appropriateness as requested.