



EMPLOYEE *of the* MONTH

NOMINATION FORM

Nominee Name: Stacy Quinn

Department: Pediatrics

Years of Service: 30

Detailed Reason for Nomination:

Stacy has been the backbone to the Pediatric Neurology division for the past 30 years. She has the most remarkable skill in helping families in need, and coordinating medical services at the school and hospital. She has always been extremely dependable and precise in her work, able to multitask and handle many activities at once. She has been a role model to the others in the Medical group, and consistently goes above and beyond the requirements of the job, never turning down the task because of difficulty or complexity.

She has always been helpful, and cooperative when working with coworkers. Stacy has always been available to the people in need, and willing to help with any issues. She frequently covers others in their absence.

She has acquired a large amount of knowledge in her position as Administrative Assistant, and is well versed in the Hospital and Medical School's policies and procedures over the years. Her work performance has been above and beyond. In many situations, a single administrative assistant is assigned to a single administrator, but Stacy regularly works for 3-1/2 full-time physicians, 1 nurse practitioner, 1 nurse, and 2 affiliate research physicians at once. She works completely independently and takes on new responsibilities, expanding into research capabilities and now partaking in staff council meetings. She has trained many others in the field and takes the initiative to spearhead projects when asked.

I cannot think of someone more hard-working and with better integrity at this institution. She has been one of the foundations at this medical school for many years, and represents its very best.

Required Signatures:

Nominating Individual: Vikram Bhise, MD, Division Chief of Pediatric Neurology

Nominee Supervisor Approval: *Vik Bhise*

EMAIL COMPLETED FORM TO: scnominations@rwjms.rutgers.edu