

Bold Ideas, Big Savings Program

PURPOSE

The purpose of the Brigham and Women's Hospital and the Brigham and Women's Physician Organization's (BWH/BWPO) Bold Ideas, Big Savings program is to encourage ideas that reduce costs.

SCOPE

These guidelines apply to all ideas received as part of the BWH/BWPO Bold Ideas, Big Savings program via the On-Line Savings Ideas form.

BWH/BWPO will formally recognize individuals for their ideas submitted through the Bold Ideas, Big Savings program. Awards will be given for ideas that are accepted and implemented through the program as a direct result of a submitted idea.

DEFINITIONS

Eligible ideas:

1. Must be original and innovative. The idea must not have been previously submitted to any programs and must not already be in progress, implemented or a current policy;
2. The idea must have clear cut, documented cost savings that warrant implementation;
3. Must be implementable in less than one year;
4. Must not be related to anything covered by employee benefits;
5. The idea must not be a suggestion which attempts to increase morale through 'special recognition' or 'perks';
6. Must not be a problem statement without a solution;
7. Should contain a specific course of action to reduce costs associated with an existing method, system or process;
8. Must not be considered part of an employee's job description as determined by his/her department manager;
9. Must not be a work order, repair, or an equipment/maintenance request;
10. Must support the mission and values of BWH/BWPO.

Eligible Employees:

1. Any temporary or permanent employee, volunteer, per-diem, medical staff, Partners' employees or permanent Contractors who work at BWH/BWPO are all eligible to submit ideas. Please note the BWH MNA union has opted not to allow their members to participate in this program.
2. Teams of more than one individual may submit an idea, but they will share any award.
3. Members of the Senior Executive Management team and Department Chairs may submit ideas, but are not eligible for awards.

Award Structure:

1. Awards will be granted for eligible suggestions which are or plan to be implemented;
2. Cost-savings awards will range from \$200 to \$2,000 (after taxes), calculated on the following basis:
 - Savings of \$500 - \$1,000 = \$200 award;
 - Savings of \$1,001 - \$5,000 = \$500 award;
 - Savings of \$5,001 - \$10,000 = \$1,000 award;
 - Savings of over \$10,000 = \$2,000 award

PROCEDURES

1. Eligible employee completes the BWH/BWPO Bold Ideas, Big Savings submission form available at the following link: Boldideasbigsavings.org
2. Ideas will be evaluated every two weeks in the following manner:
 - Review records of past suggestions to determine originality;
 - Review idea against eligibility criteria;
 - Forward ideas to appropriate department director (Idea Sponsor) for analysis on BWH/BWPO Bold Ideas, Big Savings Review Form;
 - Follow up on assigned suggestions to ensure timely response within 30 days;
 - Notify employee of plan to accept or deny their idea.

All employees submitting suggestions are notified as to the final decision of the Idea Sponsor.

An employee may challenge the decision of the Idea Sponsor by re-submitting the idea into the system as a new idea, including further reasoning and clarification. The committee may or may not reverse the decision.