

Providence Care Achievement Awards



TIPS FOR DRAFTING AN EFFECTIVE NOMINATION

- ☑ **Who:** Clearly identify who is being nominated; if nominating a team, make sure that all of the applicable team members have been specified on the nomination form
- ☑ **What:** Provide a description of what specific behaviour or action was taken by the person/people; what did they do to warrant special recognition. This should be an example that illustrates how the person demonstrated the qualities described in the award description.
- ☑ **Where:** Clarify any important details about where the action/behaviour took place if that contributes to person/people going above and beyond what is routinely required
- ☑ **When:** Identify when the action/behaviour took place. The award nomination year runs annually September 1st to August 31st. Nominations must be received on or before August 31st annually for accomplishments that occurred in the preceding 12 months.
- ☑ **How:** Describe how the action/behaviour made a positive impact at Providence Care. Be specific. Positive outcomes may include improved performance on measured indicators, improved patient/client/resident clinical outcomes, improved work or care environment etc.
- ☑ **Why:** Describe why the behaviour or action should be considered extraordinary and why the person/people deserve to be recognized.

NOMINATIONS MAY BE DISQUALIFIED IF:

- The nomination form is incomplete
- The nomination form is illegible (cannot be clearly read)
- The signatures of two people supporting the nomination are not on the nomination form
- The reasons for the nomination are not fully explained
- The deadline for nominations (August 31st) has been missed
- Members for team nomination are not clearly identified
- The person nominated is a member of the Nomination Review Committee