



NOMINATION FORM - Leading With Excellence Award

STEP 1: TELL US WHO YOU ARE NOMINATING

An Individual:

Name (First and Last): _____
 Occupation: _____
 Department/Work Unit: _____

A Team (add more lines if needed):

	Name (First & Last):	Occupation:	Department/Work Unit
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____

STEP 2: TELL US WHY YOU ARE MAKING THE NOMINATION

Provide a description, either in writing or verbally to Human Resources. In your description, provide enough detail to explain **why and how** the person/people being nominated deserve recognition. Include details of (see the back for more information):

- The specific behaviour exhibited or action taken
- How the behaviour or action made a positive difference at Providence Care
- How the behaviour or action is extraordinary and was something above and beyond what is required

Please check if you prefer to meet with Human Resources to verbally submit a description and continue to Step 3.

When did the action/behaviour occur: _____
 Description (append additional sheets if necessary):

STEP 3: TELL US WHO IS SUPPORTING THE NOMINATION

Each nomination must be supported by two people. Indicate below who supports this nomination. Remember to include signatures from each person supporting the nomination.

	Name (First & Last):	Staff Occupation/Patient/Client/Resident :	Signature:
1	_____	_____	_____
2	_____	_____	_____

STEP 4: SUBMIT THE NOMINATION

Send your completed nomination form to Human Resources, Attention – Indira Naraine, Senior Human Resources Consultant on or before August 31st. *Nominations are open from September 1st to August 31st each year, for achievements accomplished during that 12 month period.*

Providence Care Achievement Award recipients excel in demonstrating one or more of the organization's core competencies, which include commitment to Mission, Vision and Values, client focus, relationship building, utilization of resources, continuous and lifelong learning and , innovation and creativity. Their daily behaviours are consistent with the Code of Conduct and ethical practice and they model our values of respect, dignity, compassion and stewardship.



Leading With Excellence Award

This award recognizes and celebrates teams and/or individuals that, through demonstrated commitment and dedication to learning and individual leadership and regardless of their role in the organization, share their knowledge and high personal and professional standards to make a positive impact on others.

Actions, behaviours and attitudes that exemplify the spirit of compassion are:

- Demonstrating initiative to sharing expertise through coaching, mentoring, teaching and training others in a way that inspires others to work toward self-improvement themselves
- Exemplifying and demonstrating a positive attitude in support of the work that we do
- Paving the way for themselves and others to achieve the best possible outcomes through self-motivation and initiative
- A willing and enthusiastic attitude about integrating new ideas or points of view in the way we work
- Consistently, going above and beyond the call of duty and going the extra mile with the effort they make
- Modeling high quality work, and exemplary personal and ethical standards
- Actively seeking out new learning opportunities for their personal and professional growth and for the betterment of the work we do

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