



# TIPS AND TRICKS FOR NOMINATORS

## INTRODUCTION

The ACT Health Directorate acknowledges the importance of recognising the excellent work of its nurses and midwives with the ACT Nurses and Midwives Excellence Awards. This includes nurses and midwives in the public and private sector, acute care, community care and residential care. These awards are intended for people who are exemplars for their profession and are a continual inspiration to their professional colleagues and everyone around them.

For more information, visit the Annual Nurses and Midwives Excellence Awards website ([health.gov.au/NMawards](https://health.gov.au/NMawards)).

## NOMINATING INDIVIDUALS AND TEAMS

1. **Write succinctly.** The review panel will be reading a lot of nominations so make sure you write clearly, concisely and to the point.
2. **Stand out from the crowd.** Capture the review panel's attention by emphasising how the nominee has gone above and beyond, which may include brief examples or stories of how and what they've achieved.
3. **Make sure you address the criteria.** Read the criteria carefully and take time to consider your responses. Work with the nominee to ensure submissions are complete and factually correct. Include specific examples about the nominee that are exceptional and beyond what is expected. It's easy to say your colleague is great, but make sure you explain why.
4. **Don't procrastinate.** Start on your nomination early in case you think of something else to add later. There's nothing worse than writing a panicked nomination hours before the deadline. You can save your nomination and come back to it later.
5. **Proofread it.** Proofreading and getting someone else to read your nomination can ensure that it's easy to understand and addresses the criteria.
6. **Ask for help.** The Awards team are always happy to help if you get stuck. Email [NMawards@act.gov.au](mailto:NMawards@act.gov.au).

It may also help if you ask yourself:

- What makes the nominee stand out above their colleagues?
- Why do I view their achievement(s) differently to the work of others around them?
- What special difference do they make to the patients, clients or staff they care for?
- What is the outcome of their work?
- What story or example can I use that demonstrates their work or achievement?

## EXAMPLES FOR NOMINATION

- Role models exemplary patient or health consumer care, leadership, or collegiality.
- Implemented an activity, policy or procedure that has improved care provided to patients or health consumers.
- Shared knowledge, for example by developing an education program for staff.
- Devised and implemented a model of care.
- Devised an improvement to service provision.
- Provided leadership to address a problem or issue.
- Had their work recognised by peers at national and/or international forums or in publications.
- Carried out exemplary advocacy and collaboration with peers, consumers and/or stakeholders.
- Addressed issues such as diversity and inclusion, gender, and cultural safety for Aboriginal and Torres Strait Islander people.
- Innovated solutions to address climate change, sustainability or waste management.

### ACCESSIBILITY

If you have difficulty reading a standard printed document and would like an alternative format, please phone 13 22 81.



If English is not your first language and you need the Translating and Interpreting Service (TIS), please call 13 14 50.

For further accessibility information, visit: [www.health.act.gov.au/accessibility](http://www.health.act.gov.au/accessibility)

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