ACT NURSES & MIDWIVES
2019 EXCELLENCE AWARDS

2019 NOMINATION GUIDELINES
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PO Box 11
Woden ACT 2606

Website: health.act.gov.au/NMawards
INTRODUCTION

The ACT Nurses and Midwives Excellence Awards celebrate the distinctive contribution made individually and/or collectively by nurses and midwives to the people they care for. The awards recognise the outstanding professional accomplishments made within the public and private hospitals and the community and primary health care sectors of the Territory.

The ACT Chief Nursing and Midwifery Office, in conjunction with the ACT Nursing and Midwifery Network, industry partners and sponsors, invite nominations for the 2019 Nurses and Midwives Excellence Awards.

The awards are open to all nurses and midwives who are:

• registered to practice with the Nursing and Midwifery Board of Australia
• employed in the ACT in the public or the private sector at the time of their nomination,
• and work within the Australian Capital Territory.

Nominations may be made by colleagues or through self-nomination.

The ACT Nurse of the Year, the ACT Midwife of the Year and ACT Team of the Year in 2019 will be awarded from the highest-ranking excellence nominations.

Awards will also be made in each of the following five categories:

• Excellence in Clinical Practice
• Excellence in Educational Practice
• Excellence in Leadership Practice
• Excellence in Management Practice: Nursing or Midwifery
• Excellence in Quality Improvement or Research Practice

Only one winner will be chosen from each category. They may be a nurse, a midwife or comprise a team. Nominees may meet the criteria for more than one excellence award category. Separate nomination forms will be required to submit nominations in more than one category.

Nominators for awards and their nominees are encouraged to work together to ensure submissions are complete and factually correct.
BEFORE YOU START

Nominators will discuss their intention to submit a nomination for an award with the nominee(s) prior to submission.

The nominee will complete a declaration form accepting the nomination and provide a photo for uploading with the nomination.

The Director of Nursing, Director of Midwifery and or the line manager will complete a declaration form supporting the award nomination.

THE AWARD PROCESS

A review panel considers the evidence of excellence for all nominations in accordance with the award category criteria:

- Excellence in Clinical Practice
- Excellence in Educational Practice
- Excellence in Leadership Practice
- Excellence in Management Practice
- Excellence in Quality Improvement or Research Practice

To nominate a nurse, a midwife or a team for an ACT Excellence Award in 2019, it is important to select the most relevant scope of practice from the Award categories above.

Each award category requires nominators to address six specified criteria in no more than 200 words per criteria. Criteria 1-3 in each award category are specific to the selected scope of practice. Criteria 4-6 are generic criteria and are the same for all five award categories.

The winners of award categories in clinical practice, educational practice and quality improvement or research practice can be either an individual or a team of nurses or midwives.

The winners of award categories in leadership practice and management practice will be awarded to individuals.

All category criteria carry the same excellence weighting.

There is one winner chosen for each award category. Occasionally panels reserve the right not to recommend an award in every category.

Review panel members are selected from members of the ACT Nursing and Midwifery Network. The panels include nurses and midwives from public and private health services and consumers.

The awards selection process is confidential and final.
HOW TO NOMINATE

1. Select the relevant excellence award category for your nominee from those listed.

2. Templates for preparing online nominations are available on health.act.gov.au/NMawards to download and save. The templates list the selection criteria for each category of nomination. When you are ready to submit your nomination, you can cut and paste from the template into the online nomination form.

3. Address the criteria under each award category in no more than 200 words per criterion.

4. Obtain a signed declaration form from the nominee agreeing to the nomination.

5. Request a photo of the nominee to upload with the online nomination.

6. Obtain a signed endorsement form from the nominee’s Director of Nursing and/or Director of Midwifery.

7. Complete all fields on the online nomination form.

8. You **will not be able to** return to your nomination form or add supporting documentation.

9. Submit your application online health.act.gov.au/NMawards

TERMS AND CONDITIONS FOR NOMINATIONS

1. Nominations in more than one award category require separate nomination forms.

2. Nominees must be currently employed as nurses or midwives in the ACT.

3. All nominees (including all team members where relevant) must hold a current practicing certificate with the Nursing and Midwifery Board of Australia.

4. All nominees must meet the eligibility criteria in full or the nomination will not be considered.

5. Nominees must agree to the nomination, sign the declaration form and provide their personal contact details.

6. Each nomination must be endorsed by the Director of Nursing and/or Director of Midwifery.
7. Nominees must not be subject to a professional practice notification, restriction/limitation to practice, under investigation, disciplinary process or undergoing performance management. If a nominee is subsequently found to be subject to any of these conditions their nomination will be withdrawn.

8. All award category criteria carries equal weighting.

9. Nominators must complete all relevant details and sign their statement.

10. Late applications will not be considered.

11. A confirmation email will be sent to the nominator once the submission is received.

12. Feedback to the nominees will not be provided.

13. The winners of the award categories will be announced at the ACT Nurses and Midwives Excellence Awards Function on Thursday 9 May 2019.

14. Award winners may be invited to speak with the media and/or other organisations about their award. The ACT Government reserves the right to use any media/photos/articles for promotions purposes or publications.
<table>
<thead>
<tr>
<th>Category Name</th>
<th>Category Criteria</th>
<th>Individual/Team</th>
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</table>
| Excellence in Clinical Practice: Nursing or Midwifery             | **Specific**  
• Continuously shows compassion in the provision of patient centred care.  
• Consistently demonstrates respect, advocacy & collaboration with patients, families and carers.  
• Consistently provides safe, quality care.  
**Generic**  
• Models exemplary professional behaviour.  
• Demonstrates outstanding professional commitment.  
• Consistently demonstrates professional integrity. |Individual or team award

| Excellence in Educational Practice: Nursing or Midwifery          | **Specific**  
• Demonstrates an outstanding commitment to teaching & learning.  
• Creates effective learning environments that promote optimal performance outcomes.  
• Facilitates, evaluates and reflects on educational outcomes to inform future educational endeavours.  
**Generic**  
• Models exemplary professional behaviour.  
• Demonstrates outstanding professional commitment.  
• Consistently demonstrates professional integrity. |Individual or team award

| Excellence in Leadership: Nursing or Midwifery                    | **Specific**  
• Effectively communicates a clear future vision for their team.  
• Consistently empowers colleagues to achieve their full potential to improve patient centred-care.  
• Models exemplary leadership capabilities and identifies and nurtures future leaders.  
**Generic**  
• Models exemplary professional behaviour.  
• Demonstrates outstanding professional commitment.  
• Consistently demonstrates professional integrity. |Individual award

| Excellence in Management: Nursing or Midwifery                    | **Specific**  
• Effectively improves working environments providing a safe, collaborative and collegial workplace.  
• Efficiently manages risk and change to optimise outcomes. |Individual award
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<tr>
<th>Category Name</th>
<th>Category Criteria</th>
<th>Individual/Team</th>
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<tbody>
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<td></td>
<td>• Consistently supports individuals and teams to achieve optimal performance outcomes and promote professional growth.</td>
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</tr>
<tr>
<td></td>
<td><strong>Generic</strong></td>
<td></td>
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<tr>
<td></td>
<td>• Models exemplary professional behaviour.</td>
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<td>• Demonstrates outstanding professional commitment.</td>
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<td></td>
<td>• Consistently demonstrates professional integrity.</td>
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**Excellence in Quality Improvement Activity or Research Practice: Nursing or Midwifery**

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<tr>
<th>Specific</th>
<th>Individual or team award</th>
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<td>• Initiates, undertakes and evaluates quality improvement or clinical research activities.</td>
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<td>• Effectively leads and integrates knowledge &amp; evidence into practice to improve patient outcomes.</td>
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<tr>
<td>• Consistently works in collaboration with individuals &amp; teams to embrace evidence informed clinical practice environments.</td>
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<tr>
<td><strong>Generic</strong></td>
<td></td>
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ACKNOWLEDGMENT OF COUNTRY

ACT Health acknowledges the Traditional Custodians of the land, the Ngunnawal people. ACT Health respects their continuing culture and connections to the land and the unique contributions they make to the life of this area. ACT Health also acknowledges and welcomes Aboriginal and Torres Strait Islander peoples who are part of the community we serve.

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

www.health.act.gov.au | Phone: 132281
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