

Tips for Completing a Successful Nomination Form For Palmetto Gold

Background Information

Each year the competition for the Palmetto Gold Nurse Recognition Program is becoming more stringent as the number of nominations increases. The selection of the candidates is accomplished through a blind review. All identifying information is removed from the form prior to being sent out to multiple reviewers. Each nomination form is reviewed by six (6) reviewers who rate each criterion on a Likert scale from 1-4 points. All the points are then added up and divided by 6 to achieve an average score for each nominee. The scores are then listed in descending order and the top 100 nominees are selected as recipients of the Palmetto Gold Award. In the event that there is a tie for the last remaining slots, the demographic information provided on page 2 of the form is distributed to a panel of raters who use this information to again rate the candidates using a Likert scale from 1-4 and the top nominees are selected to make the 100 winners. When completing pages 3 and 4, please remember that the raters will not see the information from page 2. If there is information on page 2 that the raters should be aware of, please incorporate this appropriately on pages 3 and 4. If you wish all reviewers to be aware of certain information, incorporate it on both page 3 and 4 as appropriate to the questions. Reviewers will review either page 3 or page 4, not both pages.

Because the raters are making all their decisions based on the information provided on the form, it is imperative that the descriptive information about the nominee be very specific in describing how the nominee meets the criterion. When raters are reading hundreds of nomination forms and descriptions of hundreds of nominees, those that most clearly describe the achievements of the nominee stand out.

Selecting Nominees in Your Setting

The Palmetto Gold Award is designed to recognize excellence in nursing practice and commitment to the profession. The nominee should exemplify behaviors that are above and beyond the job description and the usual expectations for employees holding similar positions. The nominee should demonstrate leadership skills and be a role model to other employees.

While directors and administrators often have more visibility in the organizational structure, it is important to recognize contributions of nurses in staff positions who contribute to the overall outcomes of care to patients. These nurses may be the future leaders of the organization. Excellence in patient care is valued in the selection criteria for the Palmetto Gold Award.

Documenting Evidence of Meeting Criteria

When documenting the contributions made by the nominee for each criterion, be very specific with how the employee met or exceeded the criterion. Using measurable outcomes to describe behaviors is best.

Example (measurable outcome): This employee identified a need to revise the procedure for administering medications to reduce the medication error rate on the unit.

She developed the new procedure, and assisted with implementation. As a result of the new procedure, the medication error rates on the unit have decreased by 30%.

Example (non-measurable outcome): This employee is very conscientious in delivering patient care. She always does a good job and other staff members admire her for her commitment.

While the second example may be flattering to the nominee, it does not give the rater any evidence to weigh against other nominees who are also conscientious and committed.

REMEMBER:

- Be sure that you have answered all the questions on the nomination form.
- Indicate the nominee's primary practice area on pages 1, 3 and 4.
- All nomination forms must be typed on the form provided. Do not duplex (copy front and back) or use more space than is provided on the form to document responses. When describing the nominee **DO NOT PROVIDE IDENTIFYING INFORMATION** since this must be an anonymous process. Use a paperclip to separate copies and **DO NOT** staple.
- Be sure that you use at least a 10 point font or higher to complete the nomination form.
- There must be two different signatures on the nomination form. The nominator should sign in the first signature line. The chief nursing officer should sign on the second line. If the chief nursing officer is the nominee or the nominator, then the senior administrative person must sign the form.
- Make **three** copies of the nomination form and **send the original and three copies** to: **SCNF Palmetto Gold, 1821 Gadsden Street, Columbia, SC 29201.**
- Make sure the nomination form and the copies are postmarked by the deadline date of **WEDNESDAY, OCTOBER 31, 2007**. Do not place the envelope in a drop box on the deadline date unless you are sure that the post office will pick up the mail and postmark it on that day. You may want to request a return receipt to verify the time and date your envelope was received.
- No e-mail or fax copies will be accepted.