

Tips for Completing a Successful Nomination Form For Palmetto Gold 2017

Background Information

Excellence in patient care and commitment to the profession are valued in the selection criteria for the Palmetto Gold Award. This is a competitive process and usually several hundred nominations are submitted with only 100 being selected. Each year the competition for the Palmetto Gold Nurse Recognition Program is becoming more stringent as the number of nominations increases. 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. The nominee should provide descriptive information that exemplifies leadership behaviors and actions that are above and beyond the job description.

Review Process

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 a minimum of 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 Criteria 1-4, please remember that the raters will not see the information from sections 1-6. If there is information in sections 1-6 that the raters should be aware of, please incorporate this appropriately in your responses to Criteria 1-4.

Documenting Evidence of Meeting Criteria

The criteria are as follows:

1. Promotes and advances the profession of nursing in a positive way in the practice setting
2. Demonstrates exceptional caring and commitment to patients, families, student nurses, and colleagues.
3. Demonstrates leadership and assists others to grow and develop
4. Promotes and advances the profession of nursing

Because the raters are making all their decisions based on the information provided on the form, it is imperative that the information describing each criterion be specific, descriptive, and measurable. The Likert scale that will be used in the process is as follows:

0 – Documentation is insufficient

1 – Documentation reflects the applicant has met the criterion in a way that is generally expected of a nurse

2 – Documentation reflects that the applicant has met the criterion by exceeding the expectations of the job in a way that impacts the individual’s immediate work place, i.e. unit, department, classroom, etc.

3 – Documentation reflects that the applicant has met the criterion and has provided measurable outcomes reflecting a broader impact beyond the immediate work place (entire institution or organizational level)

4 – Documentation reflects that the applicant has met the criterion and has provided measurable outcomes that reflect a consistent, significant impact in the area of employment, community, state, or nation

When raters are reading hundreds of nomination forms and descriptions of nominees, those that most clearly describe the achievements of the nominee stand out.

Examples:

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%.

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.

REMEMBER:

- Complete all the questions on the nomination form.
- Indicate the nominee’s primary practice area on pages 4 and 5. .
- The selection process is conducted using a blind review. **Do not refer to the nominee by name, place of employment or other identifying information** when responding to Criteria 1, 2, 3, and 4. Examples of identifying information include names of civic or professional organizations, military assignments, community agencies or organizations, church affiliations, schools, colleges, or universities.
- The nomination form must not exceed the space provided. Pages 1 and 2 request the nominee’s demographic and biographic information and the nominator’s and employer’s name, address and phone number. The Senior Level Administrator of the organization **MUST** be provided and signed by the senior administrator. Page 3 requests a brief bio of the nominee to be included in the 2017 Palmetto Gold Gala brochure if the nominee is selected.
- Make sure the nomination form is complete and postmarked by Monday, November 14, 2016.
- No email or faxed copies will be accepted.