

Tips for Completing a Successful Nomination Form For Palmetto Gold 2020

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, well over a hundred nominations are submitted, with only 100 nurses 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, objective information that exemplifies leadership behaviors and actions that are above and beyond the job description.

Review Process

The selection of the Palmetto Gold recipients is accomplished through a blind review. All identifying information is removed from the form before being sent out to multiple reviewers. Each nomination form is reviewed by a minimum of 2 reviewers who rate each criterion on a Likert scale from 1-4 points. All of the reviewers' score points are then totaled. 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 nomination form will be distributed to a panel of reviewers who use this information to again rate the nominees using a Likert scale from 1-4 and the top nominees are selected to make the 100 recipients.

Documenting Evidence of Meeting Criteria

The nomination criteria are as follows:

1. Describe how the nominee has advanced the practice of nursing in the practice setting.
2. Describe how the nominee serves as a leader in the practice setting.
3. Describe how the nominee goes above and beyond to demonstrate commitment to the profession of nursing.
4. Describe how the nominee is visibly promoting the profession of nursing in the community.

Because the reviewers 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 is 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 workplace, 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 workplace (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 reviewers are reading multiple nomination forms and descriptions of nominees, those that most clearly describes the achievements of the nominee will 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 sections of the nomination form.
- Indicate the nominee’s primary practice area where indicated.
- This must be an anonymous process, **DO NOT PROVIDE IDENTIFYING INFORMATION.**

Examples of identifiers are:

- name of the nominating facility/organization/physician practice
- name of a college or university
- military affiliation
- religious affiliation/name of church/name of civic group
- reference to a specific region of the state

“This nominee has been a nurse at this facility for ten years. The nominee also has been employed as an adjunct faculty member for a baccalaureate nursing program in our area as a clinical instructor since 2011. Also, the nominee is active in the ANA at the local, state, and national levels. The nominee served as a delegate to the national ANA convention in 2014 and 2016. Also, the nominee has served as an officer in a local civic organization that promotes safety for women and children.”

- **A senior-level administrator signature on the nomination form is mandatory.** The chief nursing officer is appropriate unless the chief nursing officer is the nominee or the nominator; then, the next level senior administrative person must sign the form.
- Make sure the nomination form is completed and submitted **“online”** by the deadline.