

Tips for Completing a Successful Nomination Form For Palmetto Gold 2022

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.

Nomination Criteria

- Current unrestricted South Carolina RN License (including NP's and CRNA)
- Current unrestricted license in another state if employed in a federal capacity.
- Actively practicing nursing in South Carolina.
- Choose a nurse working in SC to nominate who exemplified excellence in nursing.
- Gather as much information on the Nominee as possible to be thorough.
- Information entered in the nomination form and narrative section examples should be recent from within the past five years.

Online Nomination Form

- The nomination form will be available, online, from February 1 – March 11.
- You can access the form at www.scpalmettogold.org
- All fields in the Nomination Form are mandatory.
- You will be able to save and return to the form for ease, but will need to keep track of your password.
- Resumes, published articles, copies of nominations for other awards such as hospital excellence awards will not be considered in lieu of the Nomination Form and will not be able to be attached to the Nomination Form.
- 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

- Indicate the nominee’s primary practice area where indicated:

Clinical: RN that spends majority of their time providing direct patient care.

Education: RN that spends majority of their time educating other RN’s, students or direct education with patient or patient families.

Administration: RN that spends majority of their time in a leadership or management role.

APRN: Graduate prepared RN functioning in an Advanced Practice RN role such as a Nurse Practitioner, Certified Nurse Midwife, Clinical Nurse Specialist, or Certified Registered Nurse Anesthetist.

Non-Traditional: RN that does not fit into the above categories. This includes but not limited to Informatics, Case Management, School Nurse, Navigator, Occupational Health Nurse, Research, and Clinical Nurse Leader.

- **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.

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 0-4 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.

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 minimally met the criterion in a way that is generally expected of a nurse

2 – Documentation reflects that the applicant has met the criterion by meeting 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 exceeded 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 exceeded the criterion and has provided measurable outcomes that reflect a consistent, significant impact beyond the area of employment (i.e. 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.

After the deadline, it takes several weeks to review all nominations and submit the recommendations to the Foundation Board. The Recipients will be notified late May.

Narrative Section

- We recommend that you use a Word Document to type your narrative information, spell check the content, and make any changes you feel necessary. When you are satisfied with all Narrative Sections you can cut and paste your content into the online nomination form. We recommend you use a paragraph format verses bulleting the information. There is a 2000 character count limit for each Narrative Section.
- The definitions of the four Narrative sections are as follows:
 1. **Professionalism & Leadership:** Describe how the nominee has advanced the profession and practice of nursing, supported nurses, and collaborated effectively with other health care providers by serving as a leader in their organization (provide specific examples).
 2. **Commitment** - Describe how the nominee goes above and beyond to demonstrate commitment to growing the profession of nursing within the organization, professional organizations, or in the community (provide specific examples).
 3. **Innovation:** Describe how the nominee impacts outcomes in the practice setting and/or community through novel and creative healthcare initiatives (provide specific examples).
 4. **Summary Statement** – In one sentence, what makes this nominee an outstanding nurse?

- For each section give specific, detailed examples of what the Nurse does that is considered to be above and beyond what is expected of the nominee as a part of their job description. Nominees don't score as high each year based on minimal descriptions, blank narrative sections, and/or little to no detailed examples. Usually, the more detailed examples that are given, the higher the points awarded.

For questions, please contact Savannah Tapler at setapler@lexhealth.org.