

Tips for Completing a Successful Nomination Form Palmetto Gold 2023

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. Nurses who are nominated as Palmetto Gold recipients should demonstrate the following:

Professionalism – A nurse who promotes and advances the profession of nursing in a positive way in the practice setting and/or in the community; actively seeks ways to support nurses; and collaborates effectively with all levels of health care providers.

Integrity/Honesty - A nurse who demonstrates integrity, respectability, and ethical soundness by accepting responsibility and accountability for his/her nursing practice.

Commitment - A nurse who seeks out opportunities to serve patients, families, and colleagues; follows through on projects to completion

Caring - A nurse with knowledge, positive communication skills, self-awareness and development, patience, honesty, trust, humility, hope and courage. One who is involved in the process of helping another person grow and actualize her/himself.

Dynamism - A nurse who dynamically impacts outcomes in the practice setting and/or community through innovation and enterprising healthcare initiatives

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.
- Any organization that employs RN's or has RN's who are active members is eligible to nominate.
 - Hospital systems may submit six nominations per hospital
 - State agencies/VA hospitals may submit six nominations
 - Each College of Nursing and/or school district may submit six nominations
 - Physician practices may submit six nominations
 - Professional organizations may submit six nominations

Online Nomination Form

- The nomination form will be available, online, from **September 1 – October 13**.
- 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.
- Information entered in the nomination form and narrative section examples should be recent from within the past five years.
- **Please do not provide identifying information in the narrative section.** 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
- You will be asked to Indicate the nominee's primary practice area:
 - Clinical:** RN that spends majority of their time providing direct patient care and/or direct education with patient or patient families.
 - Education:** RN that spends majority of their time educating other RN's, students, or other healthcare workers.
 - 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:** This includes but is not limited to Informatics, Case Management, School Nurse, Navigator, Occupational Health Nurse, Research, Community Practices, or Clinical Nurse Leaders.
- **A senior-level administrator signature on the nomination form is mandatory.** Example: 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 October 13th.

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 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:

- 1 – Documentation reflects the applicant has minimally met the criterion in a way that is generally expected of a nurse by the category of the practice area.**
- 2 – Documentation reflects that the applicant has met the criterion by meeting the expectations of the practice 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 at the institutional or organizational level.**
- 4 – Documentation reflects that the applicant has exceeded the criterion and has provided measurable outcomes that reflect a consistent 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 describe 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% and been maintained over six (6) months.

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 in January.

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 verse bulleting the information. There is a 1,000-character count limit, with spaces, for each Narrative question.
- 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 his/her job description.
- review of past nominations indicates that 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.
- The four Narrative sections are as follows:
 1. Describe how the nominee serves as a leader by advancing nursing practice in his/her current role (provide specific, quantifiable responses & data) (1,000 characters with spaces):
 2. Describe how the nominee goes above and beyond to demonstrate commitment to growing nurses (give examples of mentoring, teaching, and role-modeling professional practice to colleagues, students or other healthcare workers) (1,000 characters with spaces):
 3. Describe how the nominee impacts outcomes in the practice setting and/or community through novel and creative healthcare initiatives within their primary practice area (provide specific examples) (1,000 characters with spaces):
 4. Describe how the nominee visibly promotes the nursing profession by consistently serving in professional organizations or community, participating, leading, organizing, or volunteering (provide specific, quantifiable responses & data) (1,000 characters with spaces):

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