Nomination Form

For the category of:

Management
Registered Nurse/Midwife

Nominee’s Name ____________________________

Nominator’s Name ___________________________

Nominations close
11:59 pm, Sunday 22 February, 2015
Management Award (Registered Nurse/Registered Midwife)*

What the selection panel are looking for – selection criteria

The selection panels will consider each nomination for the category of **Management (Registered Nurse/Registered Midwife)** against the following criteria. All nominations for this category must meet these criteria.

The nominee nurse or midwife must demonstrate:

> an excellent standard of practice and professional performance (such as a commitment to safe and high quality care and active participation in professional/community organisations) in their chosen field;
> strong, credible and supportive leadership (which includes acting as a role model and advocate) and the ability to promote change (innovation and application of evidence in practice) within the workplace, the community and the profession;
> an active role in the development of colleagues and education of the community as well as personal commitment to continuous learning and professional development;
> the ability to instigate, develop, coordinate and/or participate in projects/programs that have resulted in positive outcomes and foster and advance the health and wellbeing of the community;
> innovative leadership in the management of a service or program, in line with contemporary management principles, to achieve agreed outcomes/objectives;
> the ability to contribute to the efficient budget management of the service/program.

**2014 Winner Profile: Management (Registered Nurse/Midwife) – Tracy Robinson**

Tracy is a Nurse Management Facilitator at TQEH, and provides corporate support to nursing practice in the following areas: staffing methodologies, recruitment and selection, human resource management, financial administration, bed and resource management, accreditation and risk management processes and information systems management.

Her career achievements are:

> Implementing an education session in the Hospital Orientation Programme
> Creation of a 6 month RN Support Programme

Tracy’s philosophy is to work collaboratively – using the Single Service – Multi Site framework to continuously improve the health and well-being of our community and attain knowledge to allow for changes and improvements to the SA Health Care System.
How to Nominate

1. Complete this nomination form with reference to the selection criteria as found on page 3 of this form. A full list of criteria for each category can be found in the Guidelines for Nomination.

2. Complete the checklist on page 5 of this form.


Before you start

Please complete this nomination form in conjunction with the Guidelines for Nomination. At the end of the process you will be required to certify that you have read and understand the eligibility criteria and the terms and conditions as outlined in this supporting document.

We suggest that both the nominator and nominee work together to complete the nomination form accurately and completely. You will need to gather the following information/documents to complete the nomination form:

1. Nominee’s CV/Resume.
2. Nominee’s current practising certificate number.
3. Nominee’s contact details including home address, mobile telephone number and email.
4. Contact details for the Chief Executive Officer, Executive Director of Nursing/Midwifery, Director of Nursing/Midwifery or relevant line manager of the nominee.

The Nursing and Midwifery Office welcomes public nominations for the Nursing and Midwifery Excellence Awards. Please contact the Nursing and Midwifery Office on (08) 8226 5897 or via email nursing@health.sa.gov.au if you are a patient, consumer or member of the public nominating an outstanding nurse or midwife. The Nursing and Midwifery Office can provide assistance for these types of nominations.
Nomination Checklist

Please use the checklist below to ensure that you have completed all requirements prior to submission of your nomination.

☐ Review the criteria on pages 6 - 8 of the Guidelines for Nomination and decide on the appropriate nomination category.

☐ Read the Eligibility Criteria on page 5 of the Guidelines for Nomination and confirm that the nominee meets all the eligibility criteria.

☐ Read the Terms and Conditions on page 10 of the Guidelines for Nomination.

☐ Provide the nominee’s current practising certificate number on page 6 of the nomination form.

☐ Attach a copy of the nominee’s CV.

☐ Attach a 100 word profile of yourself (refer to the above example)

☐ Complete all questions relating to the selection criteria, providing examples of how the nominee meets the selection criteria. Please write no more than 500 words per answer as any additional material will not be considered by the selection panel.

☐ Provide contact details for the nominee’s Chief Executive Officer, Executive Director of Nursing/Midwifery, Director of Nursing/Midwifery or relevant line manager for the approvals process.

☐ Nominee and Nominator must check the box on pages 8 and 9 acknowledging that you have read and understand the eligibility and terms and conditions as set out in the Guidelines for Nomination.

☐ Submit your nomination by the closing date – 11:59 pm Sunday 22 February 2015
Personal Information - Nominator

As part of the process, we ask that you provide your full contact details and relationship to the nominee so we can keep you informed on the progress of the nomination.

Please indicate your relationship to the nominee:
- [ ] Director/Manager
- [ ] Colleague
- [ ] Patient/Consumer
- [ ] Other (please specify)

Name:
Role/Current Position:
Designation (eg RN/RM/EN or N/A):
Organisation:
Address:
Suburb: State: Postcode:
Telephone: Mobile:
Email address:

Personal Information - Nominee

As part of the process, we ask that you provide your full contact details so we can keep you informed on the progress of the nomination.

Name:
Home Address:
Suburb: State: Postcode:
Home Telephone: Mobile:
Email Address:
Name of organisation you are employed by:
Role/Current Position:
Nominee’s current practising certificate number:
Designation (eg RN/RM/EN):
Work Address:
Suburb: State: Postcode:
Work Telephone: Facsimile:
Work Email:
Business Postal Address:
(if different from above)
Suburb: State: Postcode:
Employment/Experience

Nominee’s current CV/resume:
Please attach a copy of the nominee’s current CV/resume here. This should detail the following information:

- Education/qualifications
- Current and recent employment
- Summary of current duties undertaken
- Career highlights/Awards/Honours/Scholarships

Profile
Please attach a **100 word** profile of yourself, or your team here.

<table>
<thead>
<tr>
<th>Supporting Evidence of Nomination - General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe how the nominee demonstrates an excellent standard of practice and professional performance (such as a commitment to safe and high quality care and active participation in professional/community organisations) in their chosen field. (max. 500 words)</td>
</tr>
</tbody>
</table>

| |
| Describe how the nominee demonstrates strong, credible and supportive leadership (which includes acting as a role model and advocate) and the ability to promote change (innovation and application of evidence in practice) within the workplace, the community and the profession. (max. 500 words) |

| |
| Describe how the nominee demonstrates an active role in the development of colleagues and the education of the community as well as a personal commitment to continuous learning and professional development. (max. 500 words) |

| |
| Describe projects/programs that the nominee has instigated, developed, coordinated and/or participated in that have resulted in positive outcomes and foster and advance the health and wellbeing of the community. (max. 500 words) |

<table>
<thead>
<tr>
<th>Specific Supporting Evidence of Nomination – Management (RN/RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe how the nominee has provided innovative leadership in the management of a service or program, in line with contemporary management principles, to achieve agreed outcomes/objectives. (max. 500 words)</td>
</tr>
</tbody>
</table>

| |
| Describe how the nominee has the ability to contribute to the efficient budget management of the service/program. (max. 500 words) |
Declaration

Nominee

I _________________________________ (please insert your full name) have been nominated for the Management (Registered Nurse/Registered Midwife) category, Nursing and Midwifery Excellence Award 2015 and accept the nomination terms and conditions as described in the Guidelines for Nomination. To the best of my knowledge, the information provided in this nomination form is complete, accurate and meets the selection criteria for this award.

I agree to my employer being notified of my nomination for this Nursing and Midwifery Excellence Award and I understand that as a condition of my nomination, the Nursing and Midwifery Office will gain written support for my nomination from my Chief Executive Officer, Executive Director of Nursing/Midwifery, Director of Nursing/Midwifery or relevant line manager. The contact details for this person are listed below:

Name:
Telephone:
Email address:

☐ I have read the eligibility criteria and terms and conditions as outlined in the Guidelines for Nomination document.

Date:        /            /
Nominator

I __________________________________________________________ (please insert your full name) nominate ____________________________________________ (please insert nominee’s full name) for the Management (Registered Nurse/Registered Midwife) category, Nursing and Midwifery Excellence Award 2015 and accept the nomination terms and conditions as described. To the best of my knowledge, the information provided in this nomination form is complete, accurate and meets the selection criteria for this award.

☐ I have read the eligibility criteria and terms and conditions as outlined in the Guidelines for Nomination document.

Date:   /    /