



NOMINATION GUIDELINES

A program of



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INTRODUCTION

The ACT Nurses and Midwives Excellence Awards celebrate the distinctive contribution made individually and collectively by nurses and midwives to the people they care for. The awards recognise the outstanding professional accomplishments made within the public and private hospitals and the community and primary health care sectors of the Territory.

The Office of the Chief Nursing and Midwifery Officer, ACT Health Directorate, in conjunction with the ACT Nursing and Midwifery Leaders' Network, industry partners and sponsors, invite nominations for the 2023 Nurses and Midwives Excellence Awards.

The awards are open to all nurses and midwives who are:

- registered to practice with the Nursing and Midwifery Board of Australia,
- employed in the ACT **public or private** sector at the time of their nomination, and
- work within the Australian Capital Territory (ACT).

Nominations may be made by colleagues or through self-nomination.

The ACT Nurse of the Year, ACT Midwife of the Year and ACT Team of the Year in 2023 will be awarded from the highest-ranking excellence nominations.

Awards will also be made in each of the following five categories:

- **Excellence in Nursing or Midwifery Clinical Practice**
- **Excellence in Nursing or Midwifery Educational Practice**
- **Excellence in Nursing or Midwifery Leadership Practice**
- **Excellence in Nursing or Midwifery Management Practice**
- **Excellence in Nursing or Midwifery Quality Improvement or Research Practice**

Only one winner will be chosen from each category. They may be a nurse, a midwife, or comprise a team. Nominees may meet the criteria for more than one excellence award category. Separate nominations will be required to submit nominations in more than one category.

Nominators for awards and their nominees are encouraged to work together to ensure submissions are complete and factually correct.

BEFORE YOU START

If you plan to nominate a nurse or midwife, you must first discuss your intention to submit a nomination for an award with the nominee(s) prior to submission.

Please have the **correct** name and email ready for the nominee's Director of Nursing and/or Director of Midwifery (ACT Public Health) or line manager (for areas outside the ACT Public Health system). Your completed nomination will automatically be sent for endorsement when you populate their name and email in the nomination process. If you enter an incorrect email address your nomination will not progress through the system and will not be accepted. The Nursing and Midwifery Office is not responsible for incomplete nominations or endorsements.

THE AWARD PROCESS

A review panel considers the evidence of excellence for all nominations in accordance with the award category criteria.

To nominate a nurse, midwife or team for an ACT Excellence Award, it is important you select the most relevant role from the award categories.

Each award category requires you, the nominator, to address the specified criteria in no more than 200 words per criteria.

The winners of award categories in clinical practice, educational practice and quality improvement or research practice can be either an individual or a team of nurses and/or midwives.

The winners of award categories in leadership practice and management practice will be awarded to individuals.

All award category criteria carry equal weighting.

One winner is chosen for each award category. Occasionally, the panel reserves the right not to recommend an award in every category.

Review panel members are senior nursing and midwifery leaders and includes nurses and midwives from public and private health services.

The awards selection process is confidential and final.

HOW TO NOMINATE

1. Go to the [Annual Nurses and Midwives Excellence Awards](#) website and complete the online nomination form. Select the relevant award category for your nominee from those listed.
2. The website also has resources to help you complete the nomination/s.

3. When you are completing the online nomination form, make sure you address the criteria under each award category in no more than 200 words per criteria.
4. You will need to confirm that you have notified the nominee that you are nominating them.
5. Make sure you add the correct email for the nominee's Director of Nursing and/or Director of Midwifery (ACT Public Health) or line manager (for areas outside the ACT Public Health system).
6. You will be able to return to your nomination if you are unable to complete it in one attempt.
7. Submit your nomination on the [Annual Nurses and Midwives Excellence Awards](#) website before 11:59pm on Sunday, 26 February 2023.

TERMS AND CONDITIONS FOR NOMINATIONS

1. Nominations in more than one award category require separate nominations.
2. Nominees must be currently employed as nurses or midwives in the ACT.
3. All nominees (including all team members where relevant) must hold a current registration with the Nursing and Midwifery Board of Australia.
4. All nominees must meet the eligibility criteria in full or the nomination will not be considered.
5. Nominees must agree to the nomination.
6. Each nomination must be endorsed by the nominee's Director of Nursing and/or Director of Midwifery (ACT Public Health) or line manager (for areas outside the ACT Public Health system).
7. Nominees must not be subject to a professional practice notification, restriction/limitation to practice, under investigation, disciplinary process or undergoing performance management. If a nominee is subsequently found to be subject to any of these conditions their nomination will be withdrawn.
8. All award category criteria carry equal weighting.
9. Nominators must complete all relevant fields of the online nomination form.
10. Incomplete nominations will not be considered.
11. Late nominations will not be considered.
12. A confirmation email will be sent to the nominator once the nomination submission is received.
13. Feedback will not be provided to the nominees.

14. The winners of the award categories will be announced at the ACT Nurses and Midwives Excellence Awards presentation on Thursday, 11 May 2023.
15. Award winners may be invited to speak with the media and/or other organisations about their award. The ACT Government reserves the right to use any media/photos/articles for promotion purposes or publications.

AWARD CATEGORIES AND CRITERIA

Category Name	Category Criteria	Individual/ Team Award
Excellence in Nursing or Midwifery Clinical Practice	<ul style="list-style-type: none"> Provides exceptional person-centred care supported by strong evidence-based practice. Demonstrates and fosters exemplary therapeutic and professional relationships and communication, leading and promoting respectful relationships. Exhibits and promotes a culture of support for ongoing professional development of self and colleagues. Demonstrates exceptional clinical practice. 	Individual or team
Excellence in Nursing or Midwifery Educational Practice	<ul style="list-style-type: none"> Demonstrates leadership and a commitment to innovative, quality teaching and learning. Promotes and supports the integral role of lifelong learning in practice. Supports others to identify and achieve professional development goals and works to ensure the appropriate support for learning is available. Demonstrates a commitment to improving educational practices and experiences and improved learning outcomes. 	Individual or team
Excellence in Nursing or Midwifery Leadership	<ul style="list-style-type: none"> Demonstrates inclusive, innovative, courageous and influential leadership to achieve team and/or organisational goals. Nurtures and empowers others to explore and extend their own leadership capabilities. Promotes leadership of self and colleagues to enhance and improve the person's experience of the health system. Demonstrates exemplary professional and therapeutic communication to positively influence outcomes. 	Individual

Category Name	Category Criteria	Individual/ Team Award
Excellence in Nursing or Midwifery Management	<ul style="list-style-type: none"> • Demonstrates and encourages respect, integrity, collaboration and innovation in the management of people and resources. • Demonstrates management through engagement of a Nursing or Midwifery team to provide exceptional person-centred experience and care. • Provides high-level management and direction to achieve team and/or organisational goals and positive outcomes. • Fosters a supportive environment based on open and transparent communication in which all participants are able to express their views and concerns and celebrates achievements. 	Individual
Excellence in Nursing or Midwifery Quality Improvement or Research Practice	<ul style="list-style-type: none"> • Consistently advocates for and/or implements quality improvement and research activities into the workplace. • Demonstrates a commitment to, and promotes, quality improvement and application of evidence-based practice. • Provides leadership to, and/or supports, others towards continual improvements to quality and research knowledge and activities in the workplace. 	Individual or team

ACKNOWLEDGMENT OF COUNTRY

ACT Health acknowledges the Traditional Custodians of the land, the Ngunnawal people. ACT Health respects their continuing culture and connections to the land and the unique contributions they make to the life of this area. ACT Health also acknowledges and welcomes Aboriginal and Torres Strait Islander peoples who are part of the community we serve.

ACCESSIBILITY

If you have difficulty reading a standard printed document and would like an alternative format, please phone 13 22 81.



If English is not your first language and you need the Translating and Interpreting Service (TIS), please call 13 14 50.

For further accessibility information, visit: www.health.act.gov.au/accessibility

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