HEALTH CARE WORKER OF THE YEAR AWARD NOMINATION WRITING TIPS

Even the best caregivers could get overlooked for OHA’s Health Care Worker of the Year Award if the nominations about them are lackluster. Here are some basic tips to help your hospital submit a great nomination, which increases your nominee’s chances of being the next Health Care Worker of the Year!

1. **BE DESCRIPTIVE, GIVE EXAMPLES**

Simply noting your nominee’s greatness does not do him or her justice. Tell the reviewers WHY your nominee is great. Did he start a new task force that revolutionized patient safety? Has she stayed late to change a visitor’s flat tire? Does he volunteer with 12 community organizations? It is the little details that push your nominee’s score over the top.

2. **ASK A WRITER TO WRITE**

You wouldn’t ask your director of communications to stitch a patient’s arm; why would you ask the chief nursing officer to write a nomination? Many hospitals delegate the task of selecting a Health Care Worker of the Year nominee to clinical staff and ask the communications team to write and proof the nomination.

3. **AVOID EMPTY QUOTES**

Don’t include a quote from a coworker unless it really adds something to the nomination, and use them sparingly. The entire nomination is a testament to your nominee so you don’t need a lot of quotes.

- **Poor example:** “Everyone loves working with Sally! She’s so great!”
- **Good example:** “Sally single-handedly overhauled our schedule to increase employee satisfaction and maintain quality. Her dedication is an inspiration to the entire unit.”

4. **START EARLY**

You cannot possibly construct a well-written, inspirational nomination in one day. Hospitals have approximately 12 weeks to prepare their nomination before the submission deadline (Jan. 31, 2020).

Think like a marathoner and break down your training:

- Weeks 1-2: Review nomination and supplemental materials (i.e. this tip sheet) and put out a call to senior level management/appropriate staff for potential nominees
- Weeks 3-4: Review and process suggestions
- Weeks 5-6: Engage senior leadership to select one nominee
- Weeks 7-8: Interview nominee’s supervisors, co-workers and others for important details
- Weeks 9-11: Write the nomination
- Week 12: Proof, proof, proof again and submit by Jan. 31

5. **SPELL CHECK**

It may seem obvious, but don’t submit a nomination with spelling and grammar errors, which cause the reviewers to wonder what other details about the nominee are incorrect. Spelling and basic grammar mistakes reduce confidence in the nominee even though they are not officially part of the criteria. Double-check spelling and then check again.

**GOOD LUCK!**