

RURAL WISCONSIN HEALTH COOPERATIVE AWARD FOR EXCELLENCE IN NURSING MANAGEMENT

Purpose: *The Rural Wisconsin Health Cooperative (RWHC) Award for Excellence in Nursing Management is designed to recognize outstanding leadership and management by a nurse manager employed by a Rural Wisconsin Health Cooperative (RWHC) hospital organization. Each organization with membership in the RWHC is encouraged to nominate one nurse manager to compete for this annual award. The establishment of this award is a public recognition of excellence in nursing management at both the organizational level as well as throughout the state.*

CRITERIA

1. Nominee must be a Registered Nurse currently employed by a hospital organization with membership in RWHC.
2. Nominee must be involved in a nursing management position.
3. Nominee must have demonstrated excellence in leadership and management during the 12 months prior to nomination.
4. Nominee must demonstrate positive attitude, treatment of all others with dignity and respect, and honesty and integrity in word and deed.
5. Nominee promotes the professional role of Registered Nurses through teaching, coaching and mentoring, contributing to health activities, or active membership in a professional organization.

PROCESS

1. Each year the RWHC Nurse Executive Roundtable identifies an individual member who volunteers to chair the nurse award process for the year. Three volunteers from the Roundtable agree to serve as reviewers/scorers. Nominations are due to the Chairperson by mid-February with award presentation occurring during Nurse's Week.
2. A letter announcing the award and requesting nominations are sent by the RWHC to RWHC organizations early in December each year.
3. The Senior Nurse Executive (SNE) in each organization coordinates the nomination process. The SNE may choose to involve organizational nurses in the nomination and write-up process. The SNE also has the option to choose nominees and prepare and submit written nominations. Organizations may submit nominations for any qualified candidates. The nominations should follow the established format. Four copies of the nomination package are forwarded. Nominations may be updated and resubmitted if appropriate.
4. Nominations are forwarded to the designated chair of the RWHC Nurse Executive Roundtable by the established suspense date.
5. The designated chair collects nominations and sends each panel member a complete set of nominations along with a scoring sheet for each nominee. Each panel member is advised of the deadline for scoring the nominations and returning the score sheets. It is preferable that these are sent to the chairperson by US mail.

6. The designated chair collates the results of the scoring and advises the panel members of the results. The nominee with the highest score will be named the recipient of the RWHC Award for Excellence in Nursing Management. In the event of a tie or close score, the chairperson and panel members will telephonically communicate to discuss the top contenders and select a winner.
7. The designated chair notifies the RWHC nurse liaison of the selection. The designated chair also prepares a draft press release and forwards it to the RWHC. The organization will be responsible for submitting a picture of the winner to RWHC.
8. The RWHC nurse liaison orders the plaque to be presented to the recipient.
9. The RWHC nurse liaison collaborates with the RWHC Executive Officer to determine how/when the award will be presented.
10. The RWHC nurse liaison notifies the individual and the administrator or chief nurse executive of the facility involved.
11. The RWHC nurse liaison coordinates with a member of the nurse executive roundtable to accompany the RWHC Executive Officer to the organization of the recipient.
12. The RWHC nurse liaison issues a letter of invitation to the recipient advising him/her of the next nursing executive roundtable meeting.

NOMINATION FORMAT

1. Prepare the nomination in the following written format:
 - a. Cover sheet indicating name, address, and telephone number of nominee; name and address of organization; area of assigned management; length of time as a Registered Nurse; length of time employed by the organization; length of time in a nursing management position; formal education; special education in leadership/management; membership in professional nursing organizations; community service activities; and names of spouse and children, if applicable.
 - b. A two-page narrative (single-spaced in 12 point type) describing the contributions of the nurse and examples of leadership/management excellence, including impact on patient or health care outcomes, staff morale, and organizational strength.
 - c. Final page: Name of nominee; name and telephone number of individual submitting the nomination. Name and address of organization.
2. Forward the original and three copies of the nomination package to the designated nurse executive.

COVER SHEET

**RURAL WISCONSIN HEALTH COOPERATIVE
AWARD FOR EXCELLENCE IN NURSING MANAGEMENT**

Name of nominee: _____

Address of nominee: _____

Telephone number of nominee: _____

Name and address of organization: _____

Nursing area in which nominee is manager:

Length of time nominee has been a Registered Nurse:

_____ years _____ months

Length of time nominee has been employed in current organization:

_____ years _____ months

Length of time nominee has occupied a nurse management position:

_____ years _____ months

Formal education:

Special education in leadership/management:

Membership in professional nursing organizations (include offices held, if applicable):

Community service activities (health-care related and others):

Name of spouse (if applicable): _____

Names of children (if applicable): _____

FINAL PAGE

**RURAL WISCONSIN HEALTH COOPERATIVE
AWARD FOR EXCELLENCE IN NURSING MANAGEMENT**

Name of Nominee: _____

Name and telephone number of individual submitting the nomination:

**RURAL WISCONSIN HEALTH COOPERATIVE
NURSE EXCELLENCE AWARD**

CHECKLIST FOR SUBMISSION OF NOMINATION:

Original and 3 copies of the following:

_____ **Cover Sheet**

_____ **Nomination Narrative**

_____ **Final Page**

Forward package to:

**Kristi Hund, RN
Vice President Patient Services
Stoughton Hospital
900 Ridge Street
Stoughton WI 53589**

Phone: 608-873-2342

Fax: 608-873-2355

Email: khund@stohosp.com

Name and address of organization: