

## **RURAL WISCONSIN HEALTH COOPERATIVE NURSE EXCELLENCE AWARD**

**Purpose:** *The Rural Wisconsin Health Cooperative (RWHC) Nursing Excellence Award is designed to recognize excellence in nursing practice by a nurse employed by a Rural Wisconsin Health Cooperative (RWHC) hospital organization. Each organization with membership in the RWHC is encouraged to nominate one nurse to compete for this annual award. The establishment of this award is a public recognition of excellence in nursing practice 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 clinical nursing activities (e.g., non-managerial) the majority of the time within the nominee's position.
3. Nominee must have demonstrated excellence in clinical nursing practice 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, serving as a preceptor, participation in community 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.
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 Nursing Excellence Award. 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 will communicate news of the selection to the appropriate RWHC representative. The organization will be responsible for submitting a picture of the winner to RWHC.
8. The award will be presented to the winner at the winner's place of employment. The presentation may be made by either a representative of the RWHC, a nurse executive who resides near the winner's place of employment, or both.
9. A certificate of award will be presented to the winner.
10. A news release will be prepared and distributed by the RWHC.
11. The winner will be invited to attend and participate in a nurse executive roundtable session.
12. Letters will be sent to all nominees and their nurse executives/personnel files recognizing their nomination.

### **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; clinical area assigned; length of time as a Registered Nurse; length of time employed by the organization; formal education; 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 clinical excellence, including impact on patient or health care outcomes.
  - 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  
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**Name of nominee:** \_\_\_\_\_

**Address of nominee:** \_\_\_\_\_

**Telephone number of nominee:** \_\_\_\_\_

**Name and address of organization:** \_\_\_\_\_

**Clinical nursing area in which nominee works:**

**Length of time nominee has been a Registered Nurse:**

\_\_\_\_\_ years      \_\_\_\_\_ months

**Length of time nominee has been employed in current organization:**

\_\_\_\_\_ years      \_\_\_\_\_ months

**Formal education:**

**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  
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**Name of Nominee:** \_\_\_\_\_

**Name and telephone number of individual submitting the nomination:**

**Name and address of organization:**

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***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](mailto:khund@stohosp.com)**