



# Nomination Guidelines

A program of



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Government

## Acknowledgement of Country

The Health and Community Services Directorate acknowledges the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region.

We respect the Aboriginal and Torres Strait Islander people, particularly our Aboriginal and Torres Strait Islander staff, and their continuing culture and contribution they make to the Canberra region and the life of our city.

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# Guidelines

The ACT Nurses and Midwives Excellence Awards (the 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 by nurses and midwives in the Australian Capital Territory (ACT).

The Office of the Chief Nursing and Midwifery Officer invites nominations for the 2026 Nurses and Midwives Excellence Awards.

## Eligibility

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

- registered to practice with the Nursing and Midwifery Board of Australia (NMBA), and
- employed in a nursing or midwifery role within the ACT at the time of their nomination.

Nominations may be submitted by colleagues/peers or by individuals nominating themselves.

## Before you start

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

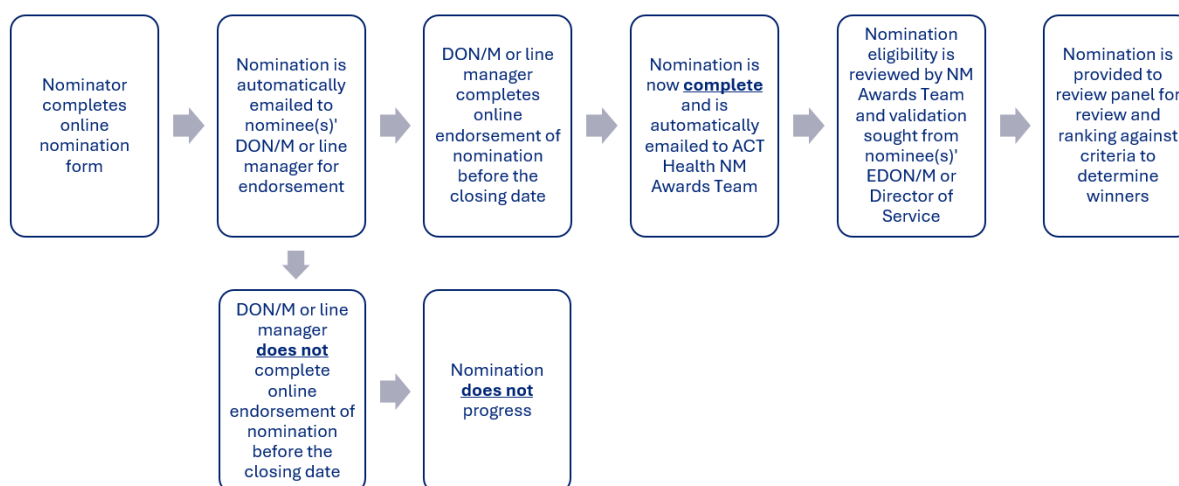
Please have the correct name and email ready for the nominee(s)' Director of Nursing and/or Director of Midwifery (ACT public health system) or line manager (for areas outside of the ACT public health system). Your completed nomination will automatically be sent for endorsement when you populate the 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.

**Important note:** Your nomination **must** be endorsed before the closing date by the nominee(s)' Director of Nursing and/or Director of Midwifery (ACT public health system) or line manager (for areas outside of the ACT public health system). If endorsement is not completed before the closing date, the nomination will not progress or be accepted.

The Office of the Chief Nursing and Midwifery Officer, Health and Community Services Directorate, is not responsible for incomplete nominations or endorsements.

## How to nominate

1. Complete the online **peer** nomination form on the [ACT Government honours and awards website](#). Select the award category that best suits your nomination.
2. Read the tips and tricks document to help you complete your nomination/s.
3. You will be able to save your nomination and return to it later if you are unable to complete it in one attempt.
4. You will need to confirm that you have notified the nominee(s) (including all team members) that you are nominating them. You're encouraged to work with the nominee(s) to ensure your nomination is complete and factually correct.
5. Make sure you complete all sections of the nomination form and address all the criteria under each category in no more than 200 words per criteria.
6. Make sure you add the correct email for the nominee(s)' Director of Nursing and/or Director of Midwifery (ACT public health system) or line manager (for areas outside the ACT public health system).
7. Make sure you **complete your nomination well in advance** of the closing date to allow sufficient time for endorsement to be completed by the nominee(s)' Director of Nursing and/or Director of Midwifery (ACT public health system) or line manager (for areas outside the ACT public health system).
8. You should inform the nominee(s)' Director of Nursing and/or Director of Midwifery or line manager to expect your nomination for endorsement. **Your nomination must be endorsed before the closing date.**
9. Nominations close at **11:59pm on Wednesday, 15 July 2026.**



## Tips for nominators

Consider these helpful tips to make your nomination stand out:

1. **Write succinctly.** The review panel will be reading a lot of nominations so make sure you write clearly, concisely and to the point.
2. **Stand out from the crowd.** Capture the review panel's attention by emphasising how the nominee has gone above and beyond. Include brief examples or stories of how and what they've achieved.
3. **Address the criteria.** Read the criteria carefully and take time to consider your responses. Work with the nominee to make sure your submission is complete and factually correct. Include specific examples about the nominee that are exceptional and beyond what is expected. It's easy to say your colleague is great, but make sure you explain why.
4. **Start early.** Begin your nomination early to allow time for additional thoughts and revisions. There's nothing worse than writing a rushed nomination at the last minute. You can save your nomination and come back to it later. Remember to allow time for the nominee's Director of Nursing and/or Director of Midwifery or line manager to complete their endorsement via the online form **before** the closing date.
5. **Proofread.** Proofreading and having someone else read your nomination can ensure it's easy to understand and addresses the criteria.
6. **Ask for help.** The Awards team are happy to assist if you get stuck.

It may also help if you ask yourself:

- What makes the nominee stand out above their colleagues?
- Why do I view their achievement(s) differently from others?
- What special difference do they make to the patients, health consumers, clients or staff?
- What is the outcome of their work?
- What story or example can I use that demonstrates their work or achievement?

## Examples for nomination

- Role models exemplary patient or health consumer care, leadership or collegiality.
- Implemented an activity, policy or procedure that has improved care for patients or health consumers.
- Shared knowledge by developing an education program for staff.
- Devised and implemented a model of care.
- Improved service provision.
- Provided leadership to address a problem or issue.
- Had their work recognised by peers at national and/or international forums or in publications.
- Carried out exemplary advocacy and collaboration with peers, consumers and/or stakeholders.
- Addressed issues such as diversity and inclusion, gender and cultural safety for Aboriginal and Torres Strait Islander people.
- Innovated solutions to address climate change, sustainability or waste management.

## The review process

A review panel considers the evidence of excellence for all nominations in accordance with the Award category criteria outlined in this document.

All criteria carry equal weighting.

Review panel members include senior nursing and midwifery leaders within the ACT.

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

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

Awards will also be made in each of the following 5 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

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.

The Awards selection process is confidential and final.

Feedback will not be provided to nominees.

## Rising Star Recognition

The Rising Star Recognition acknowledges an individual nurse and/or midwife who has been practicing for up to 3 years since becoming registered with the Nursing and Midwifery Board Australia and demonstrates meaningful contributions to healthcare delivery, establishing them as a future leader.

The recognition is determined by the review panel from the excellence nominations across the 5 Award categories, with up to 2 recipients – one for nursing and one for midwifery.

The following attributes will be used by the review panel to determine the recipient(s):

- Demonstrates exceptional commitment to delivering quality, safe and compassionate care to patients and health consumers.
- Demonstrates a drive to make a positive difference and embraces learning opportunities to enhance their professional development.
- Demonstrates meaningful contributions to health care delivery that establishes them as a future leader.

## Award categories and criteria

Category name	Criteria	Individual/ team award
Excellence in Nursing or Midwifery Clinical Practice	<ul style="list-style-type: none"> <li>• Demonstrates exceptional person-centred and evidence-based clinical practice.</li> <li>• Demonstrates and fosters exemplary therapeutic and professional relationships and communication, leading and promoting respectful relationships.</li> <li>• Exhibits and promotes a culture of support for ongoing professional development of self and colleagues.</li> </ul>	Individual or team
Excellence in Nursing or Midwifery Educational Practice	<ul style="list-style-type: none"> <li>• Demonstrates a commitment to teaching and learning and promotes and supports the integral role of lifelong learning in practice.</li> <li>• Demonstrates teaching and learning by supporting other to identify and achieve professional development goals and works to ensure support for learning is available.</li> <li>• Demonstrates leadership and a commitment to innovative, quality teaching and learning.</li> </ul>	Individual or team
Excellence in Nursing or Midwifery Leadership Practice	<ul style="list-style-type: none"> <li>• Demonstrates inclusive, innovative, courageous and influential leadership to achieve individual, team and/or organisational goals.</li> <li>• Enable others to explore and extend their own leadership capabilities to enhance and improve the health system.</li> <li>• Demonstrates respect, integrity and collaboration and exemplary professional and therapeutic communication to positively influence outcomes.</li> </ul>	Individual
Excellence in Nursing or Midwifery Management Practice	<ul style="list-style-type: none"> <li>• Demonstrates and encourages respect, integrity, collaboration and innovation in the management of people and resources.</li> <li>• Demonstrates high-level management and direction to provide exceptional person-centred care in line with team and/or organisational goals and positive outcomes.</li> <li>• Fosters a supportive environment based on open and transparent communication in which all participants express their views and concerns and celebrates achievements.</li> </ul>	Individual

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Excellence in Nursing or Midwifery Quality Improvement or Research Practice	<ul style="list-style-type: none"><li>• Consistently advocates for and/or implements quality improvement and research activities into the workplace.</li><li>• Demonstrates a commitment to, and promotes, quality improvement and application of evidence-based practice.</li><li>• Provides leadership to, and/or supports, others towards continual improvements to quality and research knowledge and activities in the workplace.</li></ul>	Individual or team
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## Terms and conditions

1. Nominations may be made by colleagues or through self-nomination.
2. Nominees (including all team members in a team nomination) must agree to the nomination.
3. Nominations must be for the nominee(s)' work carried out in the ACT during the Award year of March 2025 to June 2026.
4. Nominations in more than one Award category require separate nomination submissions.
5. Nominators must complete all relevant fields of the online nomination form. Incomplete nominations will not be considered.
6. Nominees (including all team members in a team nomination) must meet the eligibility criteria in full, be employed in a nursing or midwifery role within the ACT and be registered to practice with the Nursing and Midwifery Board of Australia.
7. Nominations must be endorsed before the closing date 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).
8. Nominators will be able to send and/or save a copy of their nomination after completing the online form.  
**Note:** The nomination is not complete or received by the Office of the Chief Nursing and Midwifery Officer, Health and Community Services Directorate, until it has been endorsed by the nominee(s)' Director of Nursing and/or Director of Midwifery or line manager.
9. **Nominations close at 11:59pm on Wednesday, 15 July 2026.** Nominations must be completed and endorsed before the closing date. Late nominations and endorsements will not be accepted.
10. Nominees must not be subject to a professional practice notification, restriction/limitation to practice, under investigation, disciplinary process or undergoing performance management. Validation is sought from the nominee(s)' Executive Director of Nursing and/or Executive Director of Midwifery or Director of Service prior to awards being conferred. If a nominee is subsequently found to be subject to any of these conditions their nomination will be withdrawn.
11. Nominations may be shared with nominees and their manager.
12. Winners of the Award categories will be announced at the ACT Nurses and Midwives Excellence Awards presentation on 15 October 2026.
13. Award winners may be invited to speak with the media and/or other organisations about their Award.
14. The ACT Government reserves the right to use any media/photos/articles for promotion purposes or publications, including profiles of winners and finalists (names and nomination details).

## Further assistance

For further assistance or questions relating to the ACT Nurses and Midwives Excellence Awards, please contact the Office of the Chief Nursing and Midwifery Officer at [NMawards@act.gov.au](mailto:NMawards@act.gov.au).