

A decorative graphic featuring a horizontal line with seven stars of varying sizes, with the largest star in the center. Below this line is a gold ribbon with a 3D effect, containing the text "ACT NURSES & MIDWIVES" and "2024 EXCELLENCE AWARDS" in bold, black, sans-serif font.

ACT NURSES & MIDWIVES
2024 EXCELLENCE AWARDS

NOMINATION GUIDELINES

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Contact

Office of the Chief Nursing and Midwifery Officer
ACT Health Directorate
Email: NMawards@act.gov.au
Website: health.act.gov.au/NMawards

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 in the Australian Capital Territory (ACT).

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 2024 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 (NMBA),
- employed in the ACT **public or private** sector at the time of their nomination, and
- work in a nursing or midwifery role within the ACT.

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

HOW TO NOMINATE

1. Go to the ACT Health Annual Nurses and Midwives Excellence Awards website (health.act.gov.au/NMawards) and complete the online **peer** nomination form. Select the award category the best suits your nomination.
2. You will need to confirm that you have notified the nominee(s) that you are nominating them.
3. The awards website also has some tips and tricks to help you complete your nomination/s.

4. Make sure you address all the criteria under each award category in no more than 200 words per criteria. You're encouraged to work with the nominee(s) to ensure submissions are complete and factually correct.
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 **before 11:59pm on Sunday, 25 February 2024** on the Annual Nurses and Midwives Excellence Awards website (health.act.gov.au/NMAwards).

THE REVIEW PROCESS

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

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.

Feedback will not be provided to nominees.

The awards selection process is confidential and final.

TERMS AND CONDITIONS FOR NOMINATIONS

1. Nominations may be made by colleagues or through self-nomination.
2. Nominees must agree to the nomination.
3. Nominations in more than one award category require separate nomination forms.
4. Nominations must be for the nominee(s)' work carried out in the ACT during the award year of March 2023 to February 2024.
5. Nominees must be currently employed as nurses or midwives in the ACT.
6. All nominees (including all team members where relevant) must hold a current registration with the Nursing and Midwifery Board of Australia.
7. All nominees must meet the eligibility criteria in full or the nomination will not be considered.
8. 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). Nominations will not be accepted if they are not endorsed before the closing date.
9. Nominees must not be subject to a professional practice notification, restriction/limitation to practice, under investigation, disciplinary process or undergoing performance management. Validation may be sought from the EDON/M 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.
10. Nominators must complete all relevant fields of the online nomination form. Incomplete nominations will not be considered.
11. Nominations must be submitted and endorsed before the closing date. Late nominations and endorsements will not be accepted.
12. A confirmation email will be sent to the nominator once the nomination submission is received.
13. Nominations may be shared with nominees and their manager.
14. The winners of the award categories will be announced at the ACT Nurses and Midwives Excellence Awards presentation on Thursday, 9 May 2024.
15. Award winners may be invited to speak with the media and/or other organisations about their award.
16. 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).

AWARD CATEGORIES AND CRITERIA

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

Category Name	Category Criteria	Individual/ Team Award
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

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.

Interpreter

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

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