

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 lackluster. Here are some basic tips to help you 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 them justice. Tell the reviewers WHY your nominee is great. Did they start a new task force that revolutionized patient safety? Have they stayed late to help a team member complete a project? Do they volunteer with community organizations? It is the little details that push your nominee's score over the top.

2. ASK A WRITER TO WRITE

Collaborate with your team members to identify all the important information about your nominee. Work with the communications team to write a stellar application. Remember to edit and spell check your application before submitting.

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 8 weeks to prepare their nomination before the submission deadline (December 31, 2023).

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. Engage senior leadership to select one nominee
- Weeks 5-6: Interview nominee's supervisors, co-workers and others for important details
- Weeks 7-8: Write the nomination. Proof, proof, proof again and submit by Dec. 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!