Nightingale and Luminary Awards Nominations

Tip Sheet for writing nomination essays and letters of support

1. Please review the Colorado Nurses Foundation website (www.cnfound.org) for background information and complete instructions for nominating a nurse for an award.
2. Go to www.swcahec.org to complete the online nomination form. Upload the completed essay and two letters of support to the online form. Be sure to complete page two of the nomination form and click on the “Submit” button when you have completed all steps. Feel free to call any SWCAHEC staff at 970-375-3250 for any questions or concerns.
3. When writing your essay about the Nominee, choose one activity, event, or program in which the nominee was involved and how it has impacted the profession of nursing or the health care delivery system; expand on that in great detail. Be very specific about how the “project” impacted the nursing profession or patient care. *Highlight how being from a rural and/or isolated area requires creativity and tenacity without the resources of a large urban area or hospital system.
4. Surprising the nominee with this nomination is fun and exciting. However, the Southwest Region Nightingale Luminary Awards Planning Team strongly recommends that you notify the nominee and collaborate with her/him in order to improve accuracy, expand on details, and enhance the essay in order to improve chances of winning!
5. Check for correct spelling/spacing/grammar – as if you were writing a college admissions essay.
6. Ask: Does the essay clearly describe how the nominee meets the criteria?
7. Does the essay focus on one area for the award for which she/he is being nominated?
8. Know the audience you are addressing. The state level Nightingale Awards review committee tends to be comprised of nurses who have been practicing for many years with advanced degrees or who have retired from the practice of nursing.
9. The essay should focus on what was done, how it was done, outcomes, and sustainability. The essay may be a collaborative effort between the nominator and the nominee. The essay must be an original composition, typed, double spaced, in 12 point type and should not exceed 500 words.
10. When concluding the essay, cite the nominee’s contributions to humanity outside of their jobs and be sure to include any professional organization involvement.
11. **Very important:** Each nominee must be clearly identified in one of the categories of advocacy, leadership, or innovation.
12. **Letters of support** (2 are required) should address how the nominee has advanced the profession of nursing or has positively impacted his/her community through advocacy, leadership or innovation. Once you receive the letters of support, upload the letters into the nomination form on the website. See example letter below.

13. **Be sure to use the exact format the CNF is expecting. Not doing so will result in a deduction of points.** The correct format is listed on the nomination form online, i.e., 500 words or less and double spaced.

**How to write a Letter of Support for Nightingale Nominee**

**Two Letters of Support must accompany the Nomination Essay. They must be from 2 other people (other than nominator.)**

Letters of support **must verify and support** both the **Criteria** (what was done by the Nominee), and the **Outcome**.

Letters of support should address how the nominee has advanced the profession of nursing or has positively impacted his/her community through advocacy, leadership, or innovation.

Suggest that the person writing the letter of support read the nomination essay.

**Sample Letter of Support**

Date

To Nightingale Selection Committee

Re: Nomination of “Nurse Name” for Nightingale Luminary Award

I am privileged to support ______ for the 2015 Nightingale Luminary award for [enter criteria for nomination such as: nominated for “advocacy in nursing” award.] Describe how you know the nominee and for how long.

Nominee meets the criteria for “advocacy or leadership or innovation” through his/her work in the [name the project.] Give a brief description of the project.

As a result of the project...[talk about the specific outcome: How did the outcome(s) benefit the profession of nursing or the health care delivery system, cost effectiveness, patient/family satisfaction, peer satisfaction, productivity, quality of work life? How did the outcome(s) alter policy or new models of practice and/or healthcare delivery?]
Was there a new or revised policy written, change in practice of care, influenced protocols, created or enhanced evidence based practice. Make sure to note if the nominee received an award or the outcome was published, etc?

Finish with a statement of support for the nomination of _____ for the 2015 Nightingale Luminary Award.

Sincerely,

Name

Title