Nightingale and Luminary and STAR Awards Nominations

Tip Sheet for writing nomination essays

1. For Nightingale Luminary Awards, please review the Colorado Nurses Foundation website (www.cnfound.org) for background information and complete instructions for nominating a nurse for an award.
   - For the Luminary Awards, when writing 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.

2. For the STAR Awards, go to https://swcahec.org/programs/nightingale-and-luminary/ to complete the online nomination form. Answer the narrative questions thoroughly and with as much detail as possible. **Consult with the nominee to provide the strongest answers. Upload an additional letter of support from someone other than the nominator who is familiar with the work of the nominee to the online form. Feel free to call any SWCAHEC staff at 970-426-4284 for any questions or concerns.

3. Surprising the nominee with this nomination is fun and exciting. However, it is strongly recommended 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!

4. Check for correct spelling/spacing/grammar – as if you were writing a college admissions essay.

5. Ask: Does the narrative clearly describe how the nominee meets the criteria?

6. For the Luminary Awards: Does the essay focus on one area for the award for which she/he is being nominated?

7. Know the audience you are addressing. For the Luminary Awards, the state level Nightingale Awards review committee tends to be comprised of nurses who have been practicing for many years with advanced degrees or have retired from the practice of nursing. The SW Colorado Nightingale Luminary & STAR Awards Selection Committee is comprised of nurses from SW Colorado who are currently practicing within the profession.
8. The essay should focus on what was done, how it was done, outcomes, and sustainability. The narrative may be a collaborative effort between the nominator and the nominee.

9. When concluding the narrative, cite the nominee's contributions to humanity outside of their jobs and be sure to include any professional organization involvement. Also note how the nominee meets the challenges of practicing in a rural underserved area.

10. Letters of support (2 are required for the Luminary Awards, only one is required for STAR Awards) 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.

   How to write a Letter of Support for Nightingale or STAR Nominee

Letters of Support must be from someone 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 narrative.

Sample Letter of Support

Date

To Nightingale Selection Committee

Re: Nomination of “Nurse Name” for Nightingale Award

I am privileged to support ___ for the 20xx Nightingale award for _enter critieria nominated “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 outcomes.

How did the outcome(s) benefit the profession of nursing or 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.

The outcomes addressed in this letter should support the outcomes mentioned in the Nomination Essay.

Finish with a statement of support for the nomination of _____ for the 20xx Nightingale award.

Sincerely,

Name

Title