



## KRISTI HUND EXCELLENCE IN NURSING LEADERSHIP AWARD

**Purpose:** *The Rural Wisconsin Health Cooperative (RWHC) Award for Excellence in Nursing Leadership is designed to recognize outstanding leadership by a nurse employed by a RWHC hospital. Each hospital with membership in RWHC is encouraged to nominate one nurse leader to compete for this annual award. The establishment of this award is a public recognition of excellence in nursing leadership at both the organizational level as well as throughout the state.*

### CRITERIA

1. Nominee must be a Registered Nurse currently employed by a hospital organization with membership in RWHC.
2. Nominee must hold a position in management or as an advanced practice nurse, clinical nurse specialist or nurse educator.
3. Nominee must have demonstrated excellence in leadership during the 12 months prior to nomination.
4. Nominee must demonstrate a positive attitude, treatment of all others with dignity and respect, and honesty and integrity in word and deed.
5. Nominee promotes the professional role of Registered Nurses through teaching, coaching and mentoring, contributing to health activities, or active membership in a professional organization.

### PROCESS

1. Each year the RWHC Nurse Executive Roundtable identifies an individual member who volunteers to chair the nurse award process for the year. Three volunteers from the Roundtable agree to serve as reviewers/scorers. Nominations are due to the Chairperson by mid-February with award presentation occurring during Nurse's Week.
2. A letter announcing the award and requesting nominations are sent by RWHC to RWHC organizations at the end of January each year.
3. The Chief Nursing Officer (CNO) in each organization coordinates the nomination process. The CNO may choose to involve organizational nurses in the nomination and write-up process. The CNO also has the option to choose nominees and prepare and submit written nominations. Organizations may submit nominations for any qualified candidates. The nominations should follow the established format. When completed forward the nomination packet electronically to [ahermes@stohosp.com](mailto:ahermes@stohosp.com)

or fax the information to 608-873-2315. Nominations may be updated and resubmitted if appropriate.

4. Nominations are forwarded to the designated chair of the RWHC Nurse Executive Roundtable by the established date.
5. The designated chair collects nominations and sends each panel member a complete set of nominations along with a scoring sheet for each nominee. Each panel member is advised of the deadline for scoring the nominations and returning the score sheets. It is preferable that these are sent to the chairperson electronically.
6. The designated chair collates the nominations and sends to RWHC for scoring. The designated chair advises the panel members of the results. The nominee with the highest score will be named the recipient of the RWHC Award for Excellence in Nursing Leadership. In the event of a tie or close score, the chairperson and panel members will telephonically communicate to discuss the top contenders and select a winner.
7. RWHC nurse liaison notifies the designated chair of the recipient of the Award. The designated chair notifies the individual and the administrator or chief nurse executive of the facility involved. The designated chair also prepares a draft press release and forwards it to RWHC. The organization will be responsible for submitting a picture of the winner to RWHC.
8. The RWHC nurse liaison orders the plaque to be presented to the recipient.
9. The RWHC nurse liaison collaborates with an RWHC representative to determine how/when the award will be presented.
10. The RWHC nurse liaison coordinates with a member of the RWHC Nurse Executive Roundtable to accompany an RWHC representative to the organization of the recipient.

## **NOMINATION FORMAT**

1. Prepare the nomination in the following written format:
  - a. Cover sheet indicating name, address, email, and telephone number of nominee; name and address of organization; current position; length of time as a Registered Nurse; length of time employed by the organization; length of time in a nursing Leadership position; formal education; special education in leadership; membership in professional nursing organizations; community service activities; and names of spouse and children, if applicable.

- b. The Nomination form (single-spaced in 12 point type) describing the contributions of the nurse and examples of leadership excellence, including impact on patient or health care outcomes, staff morale, and organizational strength.
  - c. Final page: Name of nominee; name, email and telephone number of individual submitting the nomination. Name and address of organization.
2. Forward the nomination package via email or fax to the designated nurse executive [ahermes@stohosp.com](mailto:ahermes@stohosp.com)

**RURAL WISCONSIN HEALTH COOPERATIVE  
AWARD FOR EXCELLENCE IN NURSING LEADERSHIP  
COVER SHEET**

**Name of nominee:** \_\_\_\_\_

**Email of nominee:** \_\_\_\_\_

**Address of nominee:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone number of nominee:** \_\_\_\_\_

**Name and address of organization:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Current position:**

**Length of time nominee has been a Registered Nurse:**

\_\_\_\_\_ years      \_\_\_\_\_ months

**Length of time nominee has been employed in current organization:**

\_\_\_\_\_ years      \_\_\_\_\_ months

**Length of time nominee has occupied a nurse leadership position:**

\_\_\_\_\_ years      \_\_\_\_\_ months

**Formal education:**

**Special education in leadership:**

**Membership in professional nursing organizations (include offices held, if applicable):**

**Community service activities (health-care related and others):**

**Name of spouse (if applicable):**\_\_\_\_\_

**Names of children (if applicable):**\_\_\_\_\_

<p><b>Rural Wisconsin Health Cooperative</b> <b>Excellence in Nursing Leadership Award Nomination Form</b></p>
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Name \_\_\_\_\_

Hospital \_\_\_\_\_

Please answer each of the following four questions. Scoring criteria are attached for your review and consideration in answering.

1. Describe how the candidate has demonstrated excellence in leadership within the past 12 months. (40 points)
2. Give examples of how the candidate has demonstrated a positive attitude and demeanor. (16 points)
3. Describe how the candidate promotes the professional role of nursing. (16 points)
4. Describe other significant professional accomplishments the selection committee should consider. (20 points)

**RURAL WISCONSIN HEALTH COOPERATIVE  
AWARD FOR EXCELLENCE IN NURSING LEADERSHIP  
SCORING TOOL**

Name: \_\_\_\_\_

Please use the following criteria to score each category:

- 4 = Distinguished, extraordinary, exceptional, outstanding, role model
- 3 = Superior, commendable, above average, very good excellent
- 2 = Fully successful, OK, competent, proficient, good solid performance
- 1 = Criteria not discussed

Category	Maximum Score	Score Awarded
<b><i>Demonstrated excellence in leadership within the past 12 months. Consider the following:</i></b>	<b>32</b>	
1. Recognized as a leader throughout the organization.		
2. Plays a role in defining nursing practice for the organization.		
3. Nursing practice incorporates evidence-based protocols and concepts		
4. . Engages employees and patients as active partners.		
5. Actively participates in quality improvement activities that impact patient care and nursing practice.		
6. Attained professional nursing certification.		
7. Uses critical thinking skills in problem solving.		
8. Provides and/or promotes staff education and training opportunities.		
9. Partners with other clinical leaders to ensure patients and staff benefit from an interdisciplinary approach to patient care.		
<b><i>Positive attitude and demeanor - Consider the following:</i></b>	<b>16</b>	
1. Positive attitude is role model for others.		
2. Treats others with dignity and respect.		
3. Promotes honesty and maintains integrity in word and deed.		
4. Facilitates collaboration with medical staff and other disciplines.		

<b><i>Promotes the professional role of nursing - Consider the following:</i></b>	<b>16</b>	
1. Member of a professional nursing organization (or more than one organization).		
2. Actively supports nurses who provide direct patient care and other leaders in the organization.		
3. Promotes health and wellness through participation in community activities and organizations.		
4. Involvement in activities which encourage individuals to enter the nursing profession or pursue professional advancement.		
<b><i>Other Significant Contributions - Consider the following:</i></b>	<b>20</b>	
1. Involvement in organizational committees.		
2. Role in recruitment and retention of nurses.		
3. Promotes excellence in clinical practice		
4. Achieved significant milestones in formal education.		
5. Leader in corporate compliance activities within the organization.		
<b>Total:</b>	<b>84</b>	

Scored by: \_\_\_\_\_



**FINAL PAGE**

**RURAL WISCONSIN HEALTH COOPERATIVE  
AWARD FOR EXCELLENCE IN NURSING LEADERSHIP**

**Name of Nominee:** \_\_\_\_\_

**Name, email, and telephone number of individual submitting the nomination:**

**Name and address of organization:**

**RURAL WISCONSIN HEALTH COOPERATIVE  
AWARD FOR EXCELLENCE IN NURSING LEADERSHIP**

***CHECKLIST FOR SUBMISSION OF NOMINATION:***

\_\_\_\_\_ Cover Sheet

\_\_\_\_\_ Nomination Narrative

\_\_\_\_\_ Final Page

**Forward package via email or fax to:**

**Amy Hermes, Associate Vice President of Inpatient Services  
Stoughton Hospital  
900 Ridge Street  
Stoughton, WI 53589**

**Fax: 608-873-2315**

**E-mail: [ahermes@stohosp.com](mailto:ahermes@stohosp.com)**