



Celebrating Excellence in Nursing in West Virginia
Tips on Writing a Great Nomination

1. Select a nurse who exemplifies excellence in nursing.
2. Complete all pages of the nomination form. Do not leave blank areas. One page nominations, resumes, published articles, copies of nominations for other awards such as hospital excellence awards will not be considered in lieu of the nomination form. Only the "Celebrating Nursing Excellence in West Virginia" Nominations form will be accepted.
3. Ask the nominee to complete any area of page 1 where you do not know the specific information requested.
4. Identify how the candidate exemplifies characteristics on pages 2 and 3 by giving clear concise examples.
5. Nominate qualified applicants even though you think someone else may nominate them. Each application is scored separately. It would be a shame to miss a good applicant because everyone thought someone else was completing the application and no one actually completed it.
6. Send the application in early. Do not wait until the last minute. Nominators have been known to take the applications to the Post Office on the last day only to have the application post marked after midnight for the next day. Only those applications postmarked by April 1, 2007 are accepted; all others will be destroyed.

Scoring Process

The scoring process is a proven system with inter-rater reliability. All selections Committee members are educated in the scoring process and cannot submit or assist with nominations.

Only the Executive Director knows the applicant's identity. He receives all applications and assigns a number to each. The name and demographic data are then removed from the application so that the scorer will not know whose application is being scored. Nominations are defined by the geographic region from where they come and are sent to scorers residing in other regions. Licensure of all applicants is verified with the West Virginia Board of Examiners for Registered Nurses and Licensed Practical Nurses.

After the April 1, 2007 deadline, the blinded applications are sent to three separate scorers for scoring. This process occurs over several months. Scores are then tabulated and recommendations are presented to the Board of Directors, usually in May 2007. Applicants are then notified by mail once approved by the Board. Several days are allotted for each recipient's notification. Then the names are posted on the West Virginia Center for Nursing's web site <http://www.wvcenterfornursing.org>.