



## Guidelines for Preparing a Nomination for the Excellence in Preceptorship Awards

1. Nomination criteria are provided below. Nomination forms may be downloaded from the RNPDC website: [www.rnpdc.ca](http://www.rnpdc.ca). To qualify for nomination, your submission must be typewritten, electronic, and submitted in WORD format and include the following:
  - a. Completed nomination form with the name and contact information of the nominators.
  - b. Supporting information in the two **Letters of Support** (from 500 - 750 words each) that describes how the nominee's knowledge, skills and abilities demonstrate excellence in their role of supporting safe, successful orientation and transition of new staff members and students. One of the Letters of Support should be from an individual that has been preceptored by the nominee. The other letter may be from a co-worker, educator, manager, etc.
  - c. Submissions must include specific clinical examples that demonstrate how they have met the criteria and may include details of contributions made in other ways to the practice setting and their profession.
2. Carefully review the award criteria for the award to ensure the nominee meets the requirements for eligibility.
3. The nominee's name will be removed from the electronic submission and a non-identifying copy of the nomination is provided to the Awards Selection Committee.
4. Forward completed nomination package to: [rnpdc@cdha.nshealth.ca](mailto:rnpdc@cdha.nshealth.ca)
5. Note the deadline for nominations. Submissions are to be forwarded electronically. Hard copies are not required. The Awards Selections Committee will evaluate the nomination against the criteria and make a decision to accept or reject the nominations. Nominators will be notified of Awards Selections Committee decision. Successful nominees will be invited to attend the Awards Presentation Ceremony and Luncheon. To receive the award, successful nominees will be requested to provide written consent to publish photograph and profile information in RNPDC publications and newsletter submissions.

## Excellence in Preceptorship Awards

**Purpose of award:** To give recognition to preceptors in Nova Scotia who have demonstrated excellence in their role of supporting safe, successful orientation and transition of new staff members and students.

**Nomination process:** Nominations may be submitted by students and staff members that have been preceptored by the nominee along with co-workers, managers and educators that have knowledge and experience of how the nominee has demonstrated excellence in their preceptor role.

To be eligible to receive the Excellence in Preceptorship Award, nominees must meet the overall criteria (noted below). The Awards Selection Committee will look for specific examples that indicate how nominees have met the criteria.

More than one award may be presented to a zone or the IWK Health Centre in any given year.

### Overall Criteria:

1. *Education:* Facilitates learning to assist the preceptee to attain the program competencies of a clinical practicum or orientation and transition program for a health care organization.
2. *Role Modeling:* Exemplifies behaviors to promote preceptee's professional development.
3. *Socialization:* Assist the preceptee to integrate as a professional into the practice environment.
4. *Protector:* Protects the safety of both patients and preceptee.
5. Currently working in a practice setting.

## Examples of Nomination Statements

To assist nominators in the writing of award nominations, the following are excerpts from actual nomination statements that demonstrated evidence of meeting the award criteria.

- She provided me with a safe, supportive and comfortable environment
- It is wonderful to see this student blossom under her careful guidance and support
- She understands the work on the unit with an ability to support new staff members transitioning to a new role
- She is not afraid to ask "what do you think you should do?"
- She made me feel so comfortable to ask her anything, as being a new grad, you question whether or not you're asking a "dumb question"
- We hear her in report every shift asking her students "What are we going to learn today?"
- She is never scared to remind fellow staff people as needed, regardless of their designation, we were all learners once.
- She has captured the art of demonstrating skillful interactions with patients.
- Creates an encouraging work environment for learning.
- Her warmth and compassion are shining beacons for new practitioners.
- Her positive attitude trickles down to staff that works with her.
- Ensures that the new graduate is not placed in a situation that is not appropriate or not ready to handle.
- Provides an inclusive learning environment for her learners.
- Her gentle but direct words of encouragement help ease tense situations.