



TIPS FOR COMPLETING AN AWARD SUBMISSION



- Start preparing the submission early (6-8 weeks before the February 1 deadline is recommended).
- Review the criteria for the award, contact a SRNA practicing, graduate nurse, non-practicing or life member to be the second nominator and to assist with putting the submission together.
- Contact the nominee and ask permission to nominate them for a SRNA award. Ask the nominee for an up-to-date resume. Inform the nominee that you may need additional information from them as the submission is written. Send the nomination form for the award to the nominee to complete and return to you. The nominee may be willing to complete the 1-2 page biographical information sheet.
- Divide up tasks with the other nominator, e.g., gather information for the submission such as the nominees resume, obtaining 2 letters of support or 1 letter of support and 1 page of supporting information such as newspaper articles, research information etc.
- Work with the second nominator to write a draft of the nomination by addressing each of the required award criteria in sections with titles, e.g., criteria for the SRNA Life Award.

The nominee's contribution to nursing improved the health of the people of Saskatchewan.

Jane Doe, RN began her registered nursing career on the Medical Unit at the Regina General Hospital in 1942. As a clinical nurse she implemented a model of care that promoted teamwork and best practice which was embraced by the staff and provided exceptional care to patients. (Then give examples of the model of care, how it promoted teamwork and how it was embraced by the staff).

The nominee's contribution increased the status of the nursing profession either provincially, nationally or internationally.

Jane Doe, RN has been a strong advocate for registered nursing on a local, provincial and national level. She was involved in the Regina Chapter of the SRNA, as a member and as President....She has contributed provincially by etc

- Write the final draft. Be sure to include all of the required information in the final package.
- Submit the final package by fax, mail or email and then be sure to treat yourself and the second nominator!