

Tips for writing a top nomination

Each year, the judges get to read many nominations for the Institute of Hospitality in Healthcare (IHHC) Excellence awards. Some of the nominations that stand out aren't necessarily the best written or those that have a long list of referees, however its important you give your nomination the best write up you can. The best nominations are those that tell a story and capture the characteristics of a hospitality in healthcare worker / team doing amazing things in their role. Giving back to our consumers and demonstrating examples of this in the nomination is what the judges are looking for. Identifying a problem, finding a solution and displaying the outcome is what makes a nomination strong.

So, don't be daunted by the task of nominating your inspiring colleague, peer, team member or even a project team. Just consider our tips for writing a stand-out nomination:

Open with the important information

Start with a clear and specific statement that outlines why your nominee is worthy of an IHHC Award.

Ask yourself:

- What activities or actions has the nominee undertaken that stand out?
- What has the nominee accomplished that goes above and beyond their job description?
- What special skills or talents have they employed?
- How has the nominee changed their workplace, or processes in their workplace?
- Why are you motivated to nominate this person?
- How is the project unique and what collaboration with other colleagues and teams was involved?

Consider your judging panel

The people on our judging panel have worked in the healthcare in hospitality field for many years. Some are IHHC Branch chairs, others are from business, not-for-profit organisations and community groups, they span various fields of endeavour and profession. Imagine you are talking to an intelligent, engaged audience without specific expertise in your field. Spell out acronyms the first time you use them and avoid using jargon, overly scientific language or terms that may not be familiar to people outside your industry.

Share your story

Strengthen your nomination by painting a picture of the person or the project in nomination.

- What motivates them to make a difference?

- What personal challenges have they overcome in their life?
- Why do they inspire others?
- How does this person make you feel?
- How do they make a difference for the consumers?

Don't just say it, prove it

Use real-world examples from your workplace that demonstrate why your nominee is an inspiring role model and highlight all aspects of the project or what they have achieved. Whether your nominee is the first one to lend a hand or the person staying back late each night, whether they are a cleaner, kitchen hand or a project manager we want to know the stories of their life and the impact they have made. Provide detail about what and how they have done what they do and what have been the positive outcomes.

Explain the facts

Support your nomination with facts and reliable statistics (if you have them). Can you provide specific measures of this person's success?

Aim for quality, not quantity

A long nomination isn't always a better nomination. Try to keep your sentences short and concise and avoid repetition. Steer clear of detailed job descriptions or work histories or providing multiple referee statements that don't offer new information. The nomination is limited to 500 words, so be concise and give the facts.

Stick to the selection criteria

You have 500 words to tell a story by addressing the criteria below in the category of your choice.

Our panel is looking for people who demonstrate excellence in their field, make a significant contribution to the hospitality in healthcare industry and who are role models for all other hospitality workers, so ensure your nomination addresses the criteria below.

Award	Criteria	Score
IHHC brightest star award	<p>Explain in detail:</p> <ol style="list-style-type: none"> 1. How the nominee is up and coming – the person that displays the most potential, & they have blossomed over the past 12 months in providing good care to patients/ residents / clients. 2. The nominee has gone over and above the call of duty 3. The nominee has showed examples in their day to day work of treating people with respect, and displaying examples of meeting the values of the IHHC, & their organisation 	Total: / 15
IHHC project of the Year award	<p>Explain in detail:</p> <p>The project nominated and its positive impact to consumers and your workplace. Some examples are:</p> <ol style="list-style-type: none"> 1. Actively encouraging bold thinking to embrace new ideas, to deliver improved performance and health outcomes. 2. Demonstrate a proven ability to respond positively to change; and work across boundaries to develop effective solutions. 	Total: / 10
IHHC Values in action / customer service award	<p>Explain in detail:</p> <ol style="list-style-type: none"> 1. Leading by example and demonstrating our values to create a positive workplace culture, that enables and supports people to lead, and deliver excellent patient-centred care, and high-quality services. 2. Exemplify one or more of the IHHC or your organisations values, (outline those values & identify which value you are referencing) to strengthen the delivery of healthcare for the people, and communities we serve. 3. Contribute to a positive and welcoming workplace, where people feel valued. 4. Encourage a culture of partnership and/or collaboration. 5. Work practices and efforts have proven to provide a positive outcome for their clients/patients/residents. 	Total: /20

<p>IHHC leadership award</p>	<p>Explain in detail how the nominee displays leadership in the workplace. Examples are:</p> <ol style="list-style-type: none"> 1. Displaying leadership through a spirit of collaboration, trust and recognition. 2. Identify strengths and empower other to maximize potential 3. Foster excellence in organisational performance and/or productivity and client service. 4. Develop innovative educational opportunities (both clinical and non-clinical), to meet identified learning needs, and/or used innovative techniques to develop skills for staff and colleagues. 5. Strongly contribute to developing others, connecting teaching to business needs to support patient care. 	<p>Total: / 10</p>
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To enhance your nomination there is opportunity for you to upload .jpg, .jpeg, .png, .tif, .pdf, .doc, .docx files. It is also required you upload a picture of the person or team you are nominating.

Remember your supervisor / manager

Don't forget to fill in the supervisor / manager field. We need to know who your supervisor / manager is in case we need to verify the nomination or clarifying some of the detail. You also might be a finalist and we like to keep it a secret, so we may need to get your manager to encourage you to attend an awards ceremony.

Ready to nominate?

Fill in our nomination form online. The link to nominate can be located on the State Branch webpage at www.ihhc.org.au We will be in touch when your nomination has been processed. Best of luck!

Institute of Hospitality in Healthcare Ltd (IHHC)
Excellence Awards



More questions?

If you have any more questions – please do not hesitate to contact your local branch chair or the IHHC Excellence Awards coordinator, Troy Litzow at ihhcqld@gmail.com