



HOW TO SUBMIT A WINNING NOMINATION

SELECT an award category

Below are the award categories. Visit the [Awards](#) section of the website to learn more about each category.

Projects/Teams

- Top Innovation: Affiliate & Health Authority
- Workplace Health Innovation
- Collaborative Solutions

Individual: Health Care Hero

- Affiliate
- Fraser Health - Interior Health
- Island Health - Northern Health
- Provincial Health Services
- Vancouver Coastal Health

CHECK eligibility criteria

For ALL awards

- ✓ The nominee is an employee/contractor of an HEABC member organization.
- ✓ The nominee is aware of and consents to their nomination.

For project-based awards

- ✓ The nominated project is for work done for or on behalf of an HEABC member organization.
- ✓ The project outcomes have been evaluated and there are measurable results that demonstrate success.
- ✓ The nominated project is for work completed in the past two calendar years (January 2015 to present).*

* Consideration will be given to projects that began prior to January 2015, but the major component must have occurred within the past two calendar years.

PREPARE your nomination

- » **Review** the eligibility criteria in the [Nominate](#) section of the awards website before completing the nominations form. **Examples** of winning nominations are also available here.
- » We recommend you **prepare your submission** in MS Word first, then cut and paste the text into the online nomination form. This allows you to save, review, edit, check word count and spellcheck your document prior to submission.

Please **do not use formatting** such as bold, italics, charts, graphics, or bullet points but use dashes instead as formatted text will not translate into the online nomination form. The word count limit is **500 words per question** to ensure consistency between nominations and in judging.

- » Answer **all questions** on the nomination form (please see the Q&A below). Nominations are evaluated solely on the contents of the nomination form, **so be thorough, but concise**.
- » Include **specific examples** that demonstrate how each criterion has been met.
- » Please **do not use unexplained abbreviations** and acronyms in your submission as the judges may not be familiar with these terms.
- » Nominations **must be submitted** using the online nomination form at BCHealthCareAwards.ca.
- » The **deadline** to submit nominations is 5 p.m. on Friday, February 24, 2017.

SUBMIT your nomination

All nominations **must be submitted online** at BCHealthCareAwards.ca.

- » Click on the [nominate button](#) in the Nominate section to open the form.
- » Select the appropriate [award category](#).
- » If you have prepared your submission in MS Word (recommended, not required), copy and paste it into the area provided for each question.

Q&A

Project-based awards

Projects nominated in these categories **must provide specific examples and data** explaining how the project has met each of the following four criteria.

- a) Excellence and innovation
- b) Leadership
- c) Best practices
- d) Measurable results

Please identify only **one person** as team leader. If your nomination is a winner, you will then be asked to provide information for the other team members.

1. Provide a brief synopsis/overview of the project.
2. Provide a brief description of the project team.
3. What is the overall goal of the project? What problem is being solved or what need is being addressed?
4. Describe how the project demonstrates **excellence** and **innovation** and offers a significant improvement in practice, process, or structure to the organization. Provide specific examples.
5. Explain how the project team demonstrates **leadership** and vision in championing collaboration, and how the project inspires others. Provide specific examples.
6. Describe how the project demonstrates **best practices** and has the potential to add value across the industry. Provide specific examples.
7. Demonstrate how the project has successfully achieved its goals by providing evidence of significant and **measurable results**. Provide data, results and outcomes that show how this project has had a positive impact on BC's health system.

Health Care Hero award

Characterized by the heart they put into their work, a Health Care Hero goes above and beyond to make a **noticeable difference in health care**. Their passion and dedication is evident in everything they do. Provide specific examples explaining how the nominee has met the criteria below.

1. Provide a brief biography and/or background for this individual.
2. Describe why this individual should receive a Health Care Hero Award. What has the nominee done that is heroic? Relate either a specific incident or a pattern of contributions. Please provide specific examples.
3. Describe how this person goes "above and beyond" the normal scope of their job. What sets them apart from other dedicated health care workers? Please provide specific examples.
4. How has this person's efforts had a positive impact on patients, colleagues, their employer and/or community? Please provide specific examples.
5. How has this person inspired change in others? Please provide specific examples.
6. **Optional:** Additional brief testimonials or endorsements from others to support your nomination are encouraged.

If you have any questions or need assistance, please contact Kasia Wardowicz at 604.736.5909 or Kasia.Wardowicz@heabc.bc.ca

The nomination deadline is 5 p.m., Friday, February 24, 2017