

## HOW TO SUBMIT A WINNING NOMINATION



BC HEALTH CARE  
AWARDS

### SELECT an award category

Below are the categories. To learn more visit the [Categories](#) section of the website.

#### Projects/Teams

- Top Innovation
- Workplace Health Innovation
- Collaborative Solutions
- Dianna Mah-Jones Award of Excellence in Person-Centred Care

#### Individual: Health Care Hero

- Affiliate
- Fraser Health | Interior Health
- Island Health | Northern Health
- Provincial Health Services
- Vancouver Coastal Health
- Outstanding Health Care Volunteer

### 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.

### 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 first** using the *Nomination Questions template* located in the Nominate section and then cut and paste the text into the [online nomination form](#). This allows you to save, review, edit, check word count and spell check 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 a **minimum of 100 and maximum of 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](http://BCHealthCareAwards.ca).

## SUBMIT your nomination

All nominations **must be submitted online** at [BCHealthCareAwards.ca](http://BCHealthCareAwards.ca).



- » Click on the nominate button to open the form.
- » Enter your information, your nominee's information and then select the appropriate [award category](#).
- » If you have prepared your submission using the recommended *Nomination Questions template*, copy and paste the content into the appropriate field 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. What is the overall goal of the project and/or team? What problem or challenge is being solved and/or what need is being addressed?
3. How has the project and/or team demonstrated excellence, leadership, innovation and leading practices? Has it inspired other? Will it add value across the health care system? Please provide specific examples.
4. How has the project and/or team demonstrated excellence, leadership, innovation and leading

practices? Has it inspired others? Will it add value across the health care system? Please provide specific examples.

### **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. Why does this individual deserve a Health Care Hero Award? Describe either a specific incident, or a pattern of contributions.
3. How does the nominee go "above and beyond" the scope of their job? What sets them apart from other dedicated health care workers?
4. How has this person's efforts had a positive impact on their patients, clients, colleagues, employer and/or community? How has the nominee inspired others?

**Optional:** Additional brief testimonials or endorsements from others to support your nomination are encouraged.

### **Outstanding Health Care Volunteer**

This category recognizes and honours an outstanding individual who is volunteering their time and talent in support of BC's public health care system and making a significant contribution to health care in their community. Provide specific examples explaining how the nominee has met the criteria below.

1. How has the nominee had a significant positive impact on those around them?
2. How is the nominee a role model for dedication, compassion and community service?
3. How has the nominee inspired and effected change in others?

**Optional:** Additional brief testimonials or endorsements from others to support your nomination are encouraged.

If you have any questions or need assistance, please contact HEABC's Communications Coordinator.

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