

FREQUENTLY ASKED QUESTIONS FOR NOMINATORS

Q: WHO CAN MAKE COE NOMINATIONS, AND WHO CAN BE NOMINATED?

A: Any of the following:

- Any Island Health employee, leader or physician within Island Health service delivery area
- Any Island Health employee, leader or physician within Island Health service delivery area
- Any Island Health volunteer
- Any auxiliary member working at an Island facility
- Patients may not submit nominations for the Celebration of Excellence as the program is designed to be a peer-to-peer recognition

Q: WHEN IS THE NOMINATION DEADLINE?

A: Nominations for the CoE awards can be submitted online throughout the year. Nominations are reviewed on a quarterly basis; January, April, July, and October of each year by the committee members.

Q: WHAT CAN I NOMINATE A PERSON OR TEAM FOR?

A: There are 8 nomination categories:

- Leadership Award
- Care and Experience Award
- Workplace Culture Champion Award
- Beyond CARE Award of Special Merit
- Advancing Evidence- Based Practice Award
- Research & Education Award
- Collaborative Partnerships Award
- Quality Champions Award

Q: WHERE DO I FIND AN OUTLINE OF THE NOMINATION CATEGORIES?

A: Further details of these categories can be found on the [Island Health webpage](#).

Q: HOW OFTEN CAN SOMEONE BE NOMINATED?

A: There are no limitations on how often a person or team can be nominated, however for each nomination it must be for a unique “act of excellence” i.e., if someone was nominated twice in one year, it would need to be for different “acts of excellence”.

Q: HOW DO I NOMINATE A PERSON OR A TEAM?

A: It’s simple! Find the nomination form on the [Island Health webpage](#) and together with a co-worker complete the nomination information and submit the completed form. It is recommended that you review the information on the CoE website that describes all of the information you will require when completing the online nomination form.

Q: WHAT WILL HAPPEN TO THE NOMINATION ONCE SUBMITTED?

A: The nomination will be reviewed by the CoE committee members after each quarterly deadline in January, April, July, and October of each year.

Q: WHAT SHOULD THE NOMINATION SUBMISSION LOOK LIKE?

A: We recommend that nomination submissions be limited to no more than 500 words and should outline the achievements/acts that the individual/team has performed which you feel qualifies them for recognition. Be sure to describe the achievements/acts of the person or team and when applicable use examples to illustrate how the achievements/acts:

- Appeared to others around them
- Effected the context of the work environment
- Effected persons, clients, or coworkers around them

Q: HOW DO I KNOW IF THE PERSON/TEAM I HAVE NOMINATED WILL BE RECOGNIZED?

A: When the committee members have confirmed the successful nominees, their managers will be notified. If you have nominated someone who is going to be recognized, you will also receive this confirmation

Q: WHY MUST THERE BE TWO NOMINATORS?

A: A secondary, supporting nominator will help to ensure that the nomination is sincere and credible.

Q: WILL ANY NOMINATIONS BE ELIMINATED?

A: It is possible. The director of the Human Resources reviews all individual nominations. In the event, the individual nominee is currently under performance or conduct review; they will not receive the award. The nominators will be informed by their manager or director of this decision.

Q: I WANT TO NOMINATE SOMEONE BUT THEY DON'T FIT PERFECTLY INTO ANY OF THE CATEGORIES. WHAT DO I DO?

A: Achievements often fit into more than one nomination category, so this can be quite difficult to choose. A suggestion is to nominate the individual or team in the nomination category that **"best fits"** their achievements/acts.

Q: CAN I NOMINATE MY LEADER IN ANY CATEGORY OR JUST IN THE LEADERSHIP AWARD CATEGORY?

A: Yes. If however, your leader demonstrates any of the Exceptional Leadership Award category qualities, you will want to consider this award.

AWARD PRESENTATIONS

Q: HOW ARE THE COE AWARD RECIPIENTS RECOGNIZED?

A: Award recipients will be recognized differently depending if they are an individual or a team.

- Team Awards recipients will receive a framed CoE certificate for display in the department, and each team member will receive a Celebration of Excellence pin.
- Individuals Award recipients will receive a CoE certificate in a folder and a Celebration of Excellence pin.

Awards will be presented by the manager and/or nominator locally. The manager of the team or individual may choose to publish their achievements in the Weekly or Currents.

Further information on the presentation of awards is included in the Celebration of Excellence FAQs for Leaders document which can be found on the Celebration of Excellence web site.

Q: WHO ATTENDS THE PRESENTATION?

A: Department members and peers are encouraged to be present at Award presentations. Managers are also encouraged to include members of the senior management team, including Executive Management Committee and Board Members, at the presentation wherever possible. Senior management appreciates the opportunity to visit the different worksites, meet the staff and be part of acknowledging exceptional service.

Q: WHEN DOES THE PRESENTATION TAKE PLACE?

A: A timely presentation will be arranged by the manager.