1. **When and where is the 2013 Nightingale Event?**

   The 2013 Denver Metro Regional Nightingale event will be held at the Doubletree Hotel in Stapleton on March 09, 2013.

2. **How do I nominate a nurse for the Nightingale Luminary Award?**

   There are two different steps that must be completed in order to nominate someone for the Nightingale Luminary Award. The first step is submitting the “Nomination Form”. This form gives us the basic info about your nominee including what category they are nominated in. The second step is submitting the proper nomination documents. These documents are:

   - 500 Word Nomination Essay (Written by nominator)
   - 2 Letters of Recommendation (Written by peers, supervisors, patients, etc.)

   You can find the nomination form and directions on how to upload your documents at www.centralcoahec.org/2013nightingale

3. **What are the Nightingale Nomination Categories?**

   There are two categories to choose from in the nomination process: Clinical Practice or Administrative (Educator, Researcher, Non-traditional practice etc.). You then select an area of recognition: Advocacy, Innovation, or Leadership.

4. **Can I nominate a nurse in more than one category and/or area of recognition?**

   No. You must choose only one category and one area of recognition. We understand that great nurses embody qualities from each category, however, please focus on the category and area of recognition you select. (This is where working with the nominee comes in handy. They can help show you where their biggest strengths lie.)

5. **What is meant by “Professional Affiliations” on the nomination form?**

   You will list the organizations that the nominee is involved, how many years they have been involved, and their role within the organization.

6. **What do “Certifications” include on the nomination form?**

   Please list any SPECIALTY certifications the nominee has received. These DO NOT include BLS, ACLS, PALS etc.

7. **How do I submit the nomination form and nomination documents?**

   You can easily submit the nomination form and the nomination documents on our website, www.centralcoahec.org/nomination.htm. If you need to send your nomination by mail, please send it to:
8. Does the nominee have to submit an essay or any other paperwork?

No. In previous years, the nominee has been required to write their own personal essay, but they are no longer required to do so. However, we highly recommend working with and/or interviewing the nominee while writing your essay to help exemplify the qualities of the nurse you are nominating.

9. Should I have someone review my nomination essay and letters of support?

We always recommend having your essays and letters reviewed by another party to be sure you have not missed any crucial information regarding your nominee.

10. Should the authors of the letters of support read and/or know what is written in the nomination essay?

Absolutely. Knowing what is in the nomination essay help prevent duplication of content, therefore painting a more robust picture of the nominee.

11. Should the letters of support speak only to the event outlined in the nomination essay?

No. Each letter should tell more of a story about the nominee with relevant supporting information.

12. Can I nominate more than one nurse?

Yes, you can nominate more than one nurse.

13. How long do I have to submit a nomination?

There are two nomination deadlines for this year’s event. They are:
Early Bird Nomination Deadline: December 17, 2012
Nomination documents (final deadline): January 15, 2013

14. What happens if I do not submit my nomination documents in time, will the nurse still be nominated?

No. In order for a nurse to be recognized as a nominee, the nomination form and ALL nomination documents must be turned in by the final deadline.