



# American Association of Critical-Care Nurses Circle of Excellence Awards

## Program Information

**Nomination process opens**  
May 15

**Deadline**  
August 1

**Submission guidelines**  
Nomination and reference forms, instructions and restrictions are posted at [www.aacn.org/awards](http://www.aacn.org/awards)

**Selection**  
Eligible nominations are reviewed by an AACN volunteer selection committee

**Notification**  
Nominees will be notified by December 31

**Presentation**  
Awards are presented at the annual AACN National Teaching Institute and Critical Care Exposition

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### **PURPOSE**

Circle of Excellence awards recognize and showcase excellent outcomes by AACN members in the care of high acuity and critically ill patients and their families. The awards program is designed to align with the association's mission and vision focusing on outcomes responsive to professional and environmental issues in high acuity and critical care nursing. Up to 25 individuals will receive awards each year and become permanent members of the AACN Circle of Excellence Society.

### **CIRCLE OF EXCELLENCE SOCIETY**

The Circle of Excellence Society will permanently connect award recipients to one another and to AACN creating a network of experts who continually generate innovation and excellence in high acuity and critical care.

### **CRITERIA**

- Relentlessly promotes patient-driven excellence
- Models skilled communication, true collaboration, effective decision making and meaningful recognition
- Transforms thinking, structures and processes to address challenges and remove barriers to advance patient-driven excellence
- Furthers AACN's mission and key initiatives at influential forums
- Enriches own and other organizations by influencing and mentoring others in achieving excellence
- Achieves visible results that validate the impact of individual leadership contribution to organizational excellence

### **THE AWARD**

Recipients receive an honorarium of \$1,000 and complimentary registration to attend the AACN National Teaching Institute and Critical Care Exposition.

### **SUBMISSION REQUIREMENTS**

The following materials are required for a complete nomination and must be submitted at the same time by the nominator. *Self nominations are not accepted.*

- Nomination form
- Nominator's Overview Summary and Criteria Evaluation form
- Nominee's curriculum vitae or resume
- 2 Overview Summary and Criteria Evaluation forms completed by references – one from a leader in the nominee's institution and one from a colleague with whom the nominee has worked in an employment or volunteer setting
- Optional material supporting how the nominee demonstrates outcomes associated with the award criteria (not to exceed 3 pages).



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### Nomination Guidelines & Restrictions

#### **ELIGIBILITY FOR AWARDS**

##### **Nominee**

- Current AACN member
- May not have received a Circle of Excellence award in the past 3 years. To be nominated for an award in 2013, nominees may not have received an award in 2010, 2011 or 2012.
- If you are a nominee, you may not nominate another person or provide a reference for another nominee in the same year.

##### **Nominator**

- Current AACN member
- Members of the AACN and AACN Certification Corporation boards of directors, national office staff, the review panel and employees or members of sponsoring organizations *may not* nominate someone or receive awards.
- If you nominate someone, you may not accept a nomination for yourself in the same year.

#### **REFERENCES**

- One reference should be from a leader within the nominee's institution or work place.
- One reference should be from a colleague with whom the nominee works currently, or has worked with in the recent past either in an employment or volunteer setting.
- Both references must complete a separate Overview Summary and Criteria Evaluation form.
- Members of the AACN and AACN Certification Corporation boards of directors, national office staff, the review panel and employees or members of sponsoring organizations *may not* provide references.
- Nominees may not provide references for other nominees in the same year.

**NOMINATION CHECKLIST** – The following information must be submitted as a complete packet by the nominator via e-mail to [awards@aacn.org](mailto:awards@aacn.org). Submit each of the following as separate MSWord documents.

- Nomination form completed by the nominator
- Nominator's Overview Summary and Criteria Evaluation
- Supporting Overview Summary and Criteria Evaluation completed by 2 references, one from a leader within the nominee's institution or work pace, and one from a colleague with whom the nominee works currently, or has worked in the recent past, either in an employment or volunteer setting
- Nominee's current curriculum vitae or resume

### **SUBMISSION OF MATERIALS**

- The complete packet of materials must be submitted by August 1.
- The complete packet should be sent electronically to [awards@aacn.org](mailto:awards@aacn.org)
- The complete packet includes a nomination form, nominator's summary and evaluation criteria, two references

### **THE FINE PRINT**

- All awards are conferred at the sole discretion of AACN and AACN reserves the right to substitute awards.
- Award recipients waive all possible legal claims against AACN arising from the selection of award recipients and the use or receipt of the award.
- All nominations, including any supporting materials, become the property of AACN.

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