



## TIPS FOR WRITING AN OR MANAGER AWARDS NOMINATION

These prestigious awards are invaluable in recognizing the efforts of leaders in the perioperative industry; they foster a sense of community and continued motivation toward excellence. Use these tips to help your nomination stand out from the rest!

### DO:

- ✓ Familiarize yourself with the awards and your nominee's fit within the award's criteria.
- ✓ Nominations will be reviewed by our Planning Committee and the OR Manager Advisory Board. Remember, the reviewers are relying on your words to "see" your nominee's attributes and contributions to the community.
- ✓ Break down the letter into short, but specific paragraphs.
- ✓ Don't ramble, but do flesh out your key points.
- ✓ Give details and specific examples as to why your nominee should be selected. How does this person go above and beyond?
- ✓ Make sure your nomination is easy to read.
- ✓ Use strong statements.

**Weak:** "Kate is a strong leader."

**Strong:** "Kate consistently strives for excellence and creates a climate of continuous improvement while also mentoring other managers and staff to lead and inspire others. Last year, Kate added to her Clinical Services Directorship, the Perioperative Department. With Kate's extensive OR expertise, positive leadership, and vision, she was able to instill a guiding philosophy of excellence and evidence-based practices that raised the caliber of patient care delivery and efficiency across individual service lines and the entire department."

- ✓ Proofread. Grammatical errors and typos will take away from the quality of your nomination. Consider having someone review your nomination before submitting it.

### DON'T:

- ✗ Cast too wide a net and end up saying very little, because you tried to say too much.
- ✗ List adjectives without having examples to back them up.
- ✗ Use generic, bland, unenthusiastic language or cliché statements.

# SAMPLE LETTER OF RECOMMENDATION

Dear Award Team,

It is my pleasure to write this letter of recommendation for the OR Manager of the Year Award on behalf of Jane Doe, RN, MBA. Jane has over forty years of perioperative nursing and leadership experience and has made a positive impact on the staff, perioperative departments and health care facilities that she has served. Jane consistently strives for excellence and creates a climate of continuous improvement while also mentoring other managers and staff to lead and inspire others.

Jane currently serves as the Director of Clinical Services at XYZ Hospitals. It has been through her leadership, passion for excellence and engagement with staff and physicians that we have seen amazing improvements. I am dedicated in doing everything I can to ensure Jane Doe receives this recognition at the OR Manager Conference in 2017 as it would be a testament to her career and of such personal value to her.

For some perspective, in early 2015 the OR was utilizing 8 travelling contract RNs and 8 employed RNs due to staff unrest. On-Time starts were at 0%, physicians were not engaged and eager to provide care at other facilities. Total surgical hours were high due to inefficiencies and less than ideal staffing coverage. The use of pre-admission testing was low, causing multiple delays in surgical schedules and cancellations day of surgery. Management of supply costs and new equipment purchases was haphazard and based on "squeaky wheels" as opposed to clinical necessity. Patient satisfaction was low and anecdotal complaints were frequent.

In August of 2015 Jane was asked to lead the needed overhaul of perioperative services. As with most large projects asked of her, she gladly accepted the challenge and got to work immediately. She hired an experienced OR Manager and dedicated her time, energy and emotional support to the new manager and staff to build a level of trust and understanding. She then went about re-establishing the Surgery Leadership Committee. Jane is an expert at physician engagement and relationship building. She knew that physician leadership would help drive the necessary change. Next, Jane developed a staffing plan. Her plan included the incremental elimination of agency labor, the reduction of overtime and the reduction of overall costs. Within this plan, Jane incorporated ongoing AORN standard verification. As Jane explained to the senior leadership group, she didn't feel maintaining the current level of quality was sufficient. Her aim was to actually increase quality during the staffing transition. It is this type of forward thinking and progressive action oriented approach that demonstrate why Jane deserves this award.

As the Award committee can see, Jane Doe, RN, MBA is well-deserving of this prestigious award. She is a woman of high moral value who influences those around her through intelligence, compassion and her solid character. She has taught this Chief Operating Officer more than I ever thought possible and most likely has only shared a small percentage of her overall knowledge regarding the OR. Our hospital, community and the OR nurses are blessed to have the gift of her talents.

**John Anonymous**

Chief Operating Officer, XYZ Hospitals  
Administrative Offices