



Mission: As Minnesota Nursing Administrators in long term care, it is our mission to promote leadership excellence through education, networking, mentoring and advocacy for the benefit of our members and the people in the communities we serve.

June 12, 2019

Dear Administrators:

Thank you for supporting your Director of Nursing through membership in the Minnesota Directors of Nursing Administration/Long-Term Care (MN-DONA). We would like to provide you the opportunity to nominate your DON or AL Clinical Directors for our Nursing Director of the Year Award. We would appreciate you taking the time to forward this to all your Clinical Managers, Social Workers and Nursing Staff.

The purpose of this award is to recognize leaders within MN-DONA, promote excellence, inspire new DONs and honor the profession.

Your nomination is a great opportunity to honor your DON. All nominees are recognized in the presence of hundreds of their peers from around the state at the annual Fall Conference held at Breezy Point October 9-11, 2019. If your DON is selected for this honor, you will have the opportunity to be present for the award presentation.

Nominations for the Nursing Director of the Year Award are reviewed by the MN-DONA Board of Directors and scored based on the eligibility requirements and how you respond to the award criteria questions.

In addition to your nomination letter, we ask for up to three letters of support from staff, resident families, colleagues, etc.

You will be notified if your nominee has been chosen to receive the Nursing Director of the Year Award. You will have enough lead-time in case you would like to have staff or the nominee's family present.

Award nominations may be submitted by mail or email to:

Deanna Merdink
MN-DONA
2626 E 82nd St, Suite 270
Bloomington MN 55425
deanna@bestmeetings.com
(P) 952.858.8875 (F) 952.858.8950

Award nominations must be received or postmarked by **August 16, 2019**. Late entries will not be accepted. See the award eligibility and criteria on the other side of this letter.

Sincerely

Jennifer Fitch

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MN-DONA President

Jp1@andrewres.com



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2019 MN-DONA Nursing Director of the Year Award

Core Eligibility Requirements

- MN-DONA member
- Employed as an ADON, DON or AL Clinical Director for a combined total of 3 years over the course of their career.

Award Criteria

Please respond to each of the criteria questions:

- What makes the DON of your facility stand out?
- How does your DON stay current in their profession?
- How does your DON foster growth and development of self and staff to enhance LTC?
- Share examples of leadership advancing the mission and goals of your organization.
- What quality initiatives has this DON put into place and what were the outcomes?

Tips for Writing a Successful Award Nomination

- Read the eligibility and criteria for the award carefully and address the specific criteria in your nomination letter.
- The nomination will be judged based on clear and complete content that directly addresses the award criteria. The best nominations are simple, to the point, and contain facts and concrete examples that illustrate why the nominee should receive the award. The supporting letters should also address the award criteria.