



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

July 3, 2023

Dear Administrator:

Every year, Minnesota Directors of Nursing Administration presents a Nursing Director of the Year award at our Lakes Area Fall Conference. The purpose of this award is to recognize leaders within MN-DONA who promote excellence, inspire new DONs, and honor the profession. We would like to provide you with the opportunity to nominate your DON! We would appreciate you taking the time to forward this to your Clinical Managers, Social Workers and Nursing Staff.

Your nomination is a great opportunity to honor your DON. All nominees are recognized in the presence of many of their peers from around the state at our 40th annual Fall Conference held at Breezy Point Resort on October 11-13, 2023. It is our hope that the winner of this award will be in attendance at the Fall Conference to allow us to surprise them with their award. And we will invite the winner's co-workers and family to join us when we announce the winner!

Nominations for the 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 at least one and no more than 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.

See the award eligibility and criteria on the second page and please contact with any questions. Nominations must be received by **August 15, 2023**. Late entries will not be accepted.

Award nominations may be submitted by email to sarah@bestmeetings.com



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2023 MN-DONA Nursing Director of the Year Award

Core Eligibility Requirements

- MN-DONA member by the time of the conference
- Employed as an ADON or DON 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 foster growth and development of self and staff to enhance LTC?
- Share examples of leadership advancing the mission and goals of your organization.

Tips for Writing a Successful Award Nomination

- Read the eligibility and criteria for the award carefully and address the specific questions 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.