How to write a successful Star of the Month nomination

Do you think a colleague, volunteer or team deserve to be recognised? Use the tips below to successfully write a nomination to better the chances of your nominee receiving their well-deserved recognition!

Don't just say your nomination is the best - prove it! Tell us a brief story of what the nominee has achieved in a concise way and link it to our values

- It's important to use specific and concrete examples to illustrate how your nominee meets the eligibility and award criteria (you can find the award criteria on the Star of the Month nomination page on our website)

- Use an example of how your nominee has had a positive impact on you, colleagues, patients or the Trust and why they are a deserving winner of the award.

- Write short sentences that are concise and give specific details. Include facts and figures.

- Can you base the nomination on our Trust values? Compassion, Communication, Inclusion, Respect, Teamwork, Professionalism

Paint a picture of your nominee!

- Describe the nominee in a way that isn't just 'that they are great' or 'nice person' - why are they great? What have they achieved?

- Too much information that is not relative to the criteria can be harmful. Nominations are judged based on what is written and not how many nominations are submitted. Consider coming together with your colleagues to write one nomination explaining how the nominee has gone above and beyond. The goal is quality, not quantity.

Verify all information in the nomination.

- Nominations should be checked carefully to verify that all information submitted is accurate.

- Ensure that all acronyms are spelt out and are correctly defined, except for common acronyms.

Keep it simple

- Remember that longer doesn't necessarily mean better. When presenting your nomination, keep your explanations clear and to the point while ensuring there is enough information for the selection panel to make their decision.

- Keep to a word limit of about half a page of an A4 document.

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Here is an example of a nomination using the tips above:

"I am thrilled to nominate Jane Doe for the Star of the Month award. Her unwavering dedication and compassionate care have left a significant mark on our team and patients.

Last month, our Children's Oncology Day Care ward faced an unexpected crisis. A severe flu outbreak overwhelmed our resources, and exhausted staff worked tirelessly to provide care. Amidst this, Jane stood out.

One night, a frightened patient, who was only 6 years old had a high temperature, and her parents were frantic. Jane took charge. She sat by the patient's bedside, holding her hand, and spoke in soothing tones. Jane explained every step of the treatment, turning medical jargon into words the young patient could understand.

As the night went on, Jane sang lullabies to the patient, easing her anxiety. She even gave her a cuddly toy. Jane's empathy and warmth transformed the hospital room into a place of comfort.

But it wasn't just the patient, Jane also supported her parents. She listened to their fears, answered their questions, and assured them that their daughter was in capable hands. Her kindness extended beyond her duties — embracing the emotional wellbeing of the entire family.

The impact this had on the patient's parents was very positive, they wrote a letter to Jane's line manager expressing their gratitude. They mentioned how her presence turned a traumatic night into a memory of compassion and strength.

Jane embodies the spirit of the UHSussex and our values of communication and compassion. Her empathy, clinical expertise, and ability to connect with patients make her an outstanding candidate for the Star of the Month award. "

If you would like support with writing your nomination, please reach out to the Star of the Month team, we would be happy to hear about the story you would like to share with our judging panel.

Please email us at uhsussex.starofthemonth@nhs.net and we will be in touch with you.