

DOs and DON'Ts for submitting an ISMP CHEERS AWARD Nomination

Do you know an [Individual](#) or an [Organization/Group Collaborative](#) that you want to nominate for an **ISMP CHEERS AWARD**? Here are some helpful tips to make sure your nomination meets the criteria. Nominations that are incomplete or do not meet the criteria outlined below will not be considered.

DO

✓ Nominate an Individual or Organization/Group Collaborative that:

- ✓ Clearly identifies a high-risk, error-prone medication safety initiative
- ✓ Demonstrates successful implementation of the initiative
- ✓ Provides measurable outcomes
- ✓ Utilizes innovative, proactive medication error-reduction strategies based on ISMP's philosophy and/or recommendations in ISMP newsletters, ISMP Action Agendas, ISMP guidelines, or other ISMP resources
- ✓ Participates in medication safety committees, teams, and/or does advocacy work
- ✓ Will share the initiative with others (at no cost)

✓ Complete the [nomination form](#):

- ✓ Ensure all fields are filled in accurately and completely
- ✓ Provide your information as the submitter
- ✓ Provide information about the nominee
- ✓ Provide a short paragraph describing why you believe this nominee should receive an award
- ✓ If nominating an **Organization/Group Collaborative**, also provide a paragraph describing the initiative and the impact it made, state whether the initiative has been shared outside the organization, and if the nominee is willing to share the initiative results with a broader audience
- ✓ After clicking NEXT, upload documentation to support the nomination (e.g., a full description of the nomination, slides, data tables, diagrams, figures, meeting minutes, pamphlets)
- ✓ If nominating an **Organization**, submit the additional [required](#) forms ([Interdisciplinary Commitment Declaration](#), [Leadership Declaration](#)) and information (proof of accreditation by a professional body)

✓ Submit your nomination, along with all supporting documents and forms, by **September 10, 2021**

DON'T

- ✗ Submit a nomination that does not clearly identify a high-risk, error-prone medication safety initiative
- ✗ Submit only a few sentences about the nominee with no supporting documentation
- ✗ Forget to complete all the information on the nomination form before clicking NEXT
- ✗ Copy and paste pages of information into the text boxes on the nomination form
- ✗ Forget to upload a full description of the nomination and additional documentation to support your nomination after completing the initial form (after you click NEXT)
- ✗ Forget to submit all your information by **September 10, 2021**