

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 recommendations in ISMP newsletters, ISMP **Action Agendas**, ISMP guidelines, and other ISMP resources
- Participates in medication safety committees, teams, and/or does advocacy work
- Will share the initiative with others (at no cost)
- Exemplifies a commitment to the promotion of medication safety

✓ Complete the nomination form:

- Ensure all fields are filled in accurately and completely.
- Provide your information as the submitter.
- Provide information about the nominee (self nominations are accepted).
- Provide a paragraph summarizing why you believe this nominee should receive an award.
 - In your own words, please highlight the project/nominee description, the impact of the initiative, and/or the nominee's commitment to medication safety (five to ten sentences).
- After submitting the nomination, upload documentation to support the nomination (e.g., a full description of the nomination and safety initiative, slides, data tables, diagrams, figures, meeting minutes, pamphlets, curriculum vitae [CV]).
- Additional forms and information required for **Organizations**:
 - An [Interdisciplinary Commitment Declaration](#)
 - Proof of accreditation by an appropriate professional body (e.g., The Joint Commission)
 - Proof of executive leadership commitment by completing a [Leadership Declaration](#)

✓ Submit your nomination, along with supporting documents and forms, by the submission deadline.

DON'T

- ✗ **Don't** submit a nomination that does not clearly identify a high-risk, error-prone medication safety initiative.
- ✗ **Don't** submit only one or two sentences about the nominee without supporting documentation.
- ✗ **Don't** forget to complete all the information on the nomination form before submitting.
- ✗ **Don't** enter pages of information into the summary text box (summarize the project/nominee in only five to ten sentences).
- ✗ **Don't** forget to upload a full description of the nomination, medication safety initiative, and additional documentation to support your nomination after completing the initial form (after you submit the nomination).
- ✗ **Don't forget to submit all your information by the submission deadline.**

For a list of past ISMP CHEERS AWARD winners, [click here](#).