



## CHI St. Vincent DAISY Award

### Process Guidelines

DAISY Award nomination forms are posted on the CHI St. Vincent Insider, on [www.CHISTvincent.com](http://www.CHISTvincent.com) and in holders throughout CHI St. Vincent facilities. Nominations may be submitted by anyone: patients, families, visitors, co-workers, physicians.

The DAISY Sponsor collects the nominations and forwards them to Human Resources. Upon receipt of the DAISY Award nomination forms, Human Resources will determine that the nominee is a Registered Nurse in good standing with CHI St. Vincent.

All DAISY nominations are forwarded to the DAISY Sponsor. The DAISY Sponsor is responsible to:

1. Log receipt of the nominations including: name of nominee, nursing unit/area and facility.
2. Maintain the original nomination form submitted.
3. Assign each nomination form a number. Each fiscal year the nomination numbering will start over with the number one and continue sequentially through the end of the fiscal year.
4. Write the assigned number on the original nomination form containing the nominee's identifying information.
5. Create a blinded copy of the DAISY nomination identified only by the assigned number. The blinded copy of the nomination will remove information that identifies the name of the nominee, the unit, or the facility without altering the substance of the nomination.
6. Prior to the Recruitment & Retention Council (Infirmery, North, and Morrilton) and the Practice Council (Hot Springs) on the first Thursday of each month, assemble the blinded nomination forms for review.
7. Coordinate distribution of the blinded nominations at the Recruitment & Retention Council and the Practice Council meetings.

The Recruitment & Retention Council Chair and the Practice Council Chair will perform the following at their respective meetings:

1. Review the nominations with the Council members.
2. Facilitate a decision to select the DAISY Award Recipient from the nominations submitted.
3. Ensure the DAISY Award Recipient selection is communicated to the DAISY Sponsor

The DAISY sponsor will coordinate the presentation of the DAISY Award at the appropriate facility.

