



# Nomination Guide



# Nomination Guide

## 1. Purpose

The **Atrium Health Pinnacle Award** recognizes, rewards, and honors the accomplishments of teammates who carry out **Our Culture Commitments** in the work that they do with each other, for our patients and in our communities. The following are our Commitments and criteria for Pinnacle Award nominations:

We create a space where all **BELONG**

We **WORK AS ONE TEAM** to make great things happen

We earn **TRUST** in all we do

We **INNOVATE** to better the now and create the future

We drive for **EXCELLENCE** – always

The award is the highest accomplishment a teammate can receive at Atrium Health for individuals who:

- Go above and beyond performing work-related duties
- Add value to Atrium Health and the community in which they serve
- Reinforce the importance of our Commitments to others
- Simply provide the “extra touch” to our teammates, patients and their families

This is an opportunity for teammates across the enterprise, including Atrium Health Greater Charlotte, Atrium Health Navicent, Atrium Health Wake Forest Baptist, Atrium Health Floyd and our regional partners, to recognize their fellow teammates by submitting nominations for this year’s Pinnacle Award.

## 2. Key Dates

Nominations open	Wednesday, July 13, 2022
Nominations close	Wednesday, August 10, 2022
Finalists receive notification	Week of Monday, September 5
Surprise Patrol visits Honorees	Thursday, September 29 to Wednesday, October 5
Pinnacle Award Honorees Dinner	Fall 2022

## 3. Definitions

Throughout this guide, we will refer to teammates using the following key terms:

- **Nominee** – An Atrium Health teammate who has had a nomination form submitted on their behalf by a teammate
- **Finalist** – An Atrium Health teammate who has been selected as one of the nominees who will be considered by the Pinnacle Award selection panel as an honoree
- **Honoree** – An Atrium Health teammate who has been named by the selection panel as a recipient of this year's Pinnacle Award

## 4. Eligibility and Nominations

### Eligibility

- Nominees must be employed by Atrium Health, including Atrium Health Greater Charlotte, Atrium Health Navicent, Atrium Health Wake Forest Baptist, Wake Forest University School of Medicine, Atrium Health Floyd and our regional partners
- Full-time and part-time teammates are eligible
- Nominations can be submitted by all Atrium Health teammates

### Nomination Criteria

The Pinnacle Award nomination criteria outline the areas that are used to distinguish Pinnacle Award honorees. The selection panel will use these criteria to evaluate each nominee. Specific examples will help distinguish unique traits about the nominee's characteristics for selection as a Pinnacle Award Honoree. Nominations must be submitted between **Wednesday, July 13 and Wednesday, August 10, 2022**, for the nominee to be considered for this year's Pinnacle Award.

### Our Culture Commitments

Our Culture Commitments set the tone for the culture we have at Atrium Health. We expect excellent patient care and customer service, and strive for the highest level of patient, teammate, and physician engagement.

When nominating a teammate, please thoughtfully comment on how the nominee exhibits behaviors of **Our Culture Commitments**:

We create a space where all **BELONG**

We **WORK AS ONE TEAM** to make great things happen

We earn **TRUST** in all we do

We **INNOVATE** to better the now and create the future

We drive for **EXCELLENCE** – always

### Making a Difference

Describe how the nominee has made a difference in the lives of our patients, their families, teammates, and the communities we serve. This may be a specific occurrence or special event that took place, or it may be the way the teammates interact each day. Nothing is too small for a nomination.

### Additional Achievements

Provide any additional information about why you believe this nominee deserves the Pinnacle Award. Examples may include, but are not limited to, noteworthy accomplishments, community involvement and self-development opportunities.

## 5. Pinnacle Award Process

### Nomination

- All nominations must be submitted using the Pinnacle Award Nomination Form by visiting the [Pinnacle Award page on the Teammate Site](#)
- Handwritten or incomplete forms cannot be accepted
- All nominations must have completed the routing and approval process, on or before the end of the day on **Friday, August 10, 2022**.

### Selection of Finalists

- Each region/division will narrow all nominations to the designated number of finalists
- Finalists will receive notification and recognition of finalist status

### Selection of Honorees:

- Pinnacle Award selection panel, comprised of past Pinnacle honorees, will select honorees from the finalists submitted by the division
- HR will conduct background checks and final teammate file reviews for each honoree. HR will then notify the honoree's manager/supervisor and division administrators
- Surprise Patrol visits honorees at their work locations to recognize and notify them of their accomplishments

## 6. Recognition

Being nominated for the Pinnacle Award is an experience our teammates should be proud of. To help our teammates show they are **Atrium Health Proud**, each step of the nomination process will recognize our teammates in a meaningful way:

### Nominees

- All nominees will receive a letter of recognition along with a copy of their nomination(s) mailed to their home

### Finalists

- Special recognition box from their leadership team to include:
  - Special badge ribbon
  - Desktop memento

### Honorees

- Special video produced to tell their story
- Invitation to attend, with a guest, the Pinnacle Award Banquet where each honoree will be recognized by senior leadership
- A Pinnacle Award badge accent with a ¼ karat diamond
- \$1,000 Visa gift card

## 7. Nomination Quick Reference

All nominations must be submitted using the **Pinnacle Award Nomination Form** located on the [Pinnacle Award page on the Teammate Site](#).

Nominations must be submitted by **Wednesday, August 10, 2022**.



### 2022 Pinnacle Award Nomination Form

The **Pinnacle Award** is the highest honor an individual can receive at Atrium Health for their extraordinary impact on our teammates, patients and the communities we serve. This year, Pinnacle Award nominations are taking place across the enterprise, including Atrium Health Greater Charlotte, Atrium Health Navicent, Atrium Health Floyd, Atrium Health Wake Forest Baptist and our regional partners.

The Pinnacle Award recognizes, rewards and honors teammates who consistently go above and beyond, and best exemplify **Our Culture Commitments**:

- We create a space where all **Belong**
- We **Work as One Team** to make great things happen
- We earn **Trust** in all we do
- We **Innovate** to better the now and create the future
- We drive for **Excellence** – always

**UPDATE: Nominations for the 2022 Pinnacle Award can be submitted through Wednesday, August 10.** To nominate a teammate, fill out the form below and click submit. All nominations must be submitted using this form. You may nominate more than one teammate from any region or market across the enterprise throughout the nomination period by submitting a form for each teammate. Be sure to include specific examples of how the teammate is exemplifying our Commitments listed above. Review the [2022 Pinnacle Award Nomination Guide](#) for additional details.

Enter the name of the teammate you are nominating for a Pinnacle Award.

### Follow the instructions below to nominate teammates for a Pinnacle Award:

- Enter the teammate's **last name, first name** to search and select the teammate you are nominating. New for this year, you may select teammates from any region or market across the enterprise for nominations.
- Enter the **Nomination Story**.
  - The Nomination Story should include how the nominee exemplifies Our Culture Commitments, makes a difference and any other additional achievements. Use the criteria below as you write the story for the committee to review:
    - **Be Specific:** List specific examples of how the nominee demonstrates our Commitments, how they Make a Difference and any additional information that would help tell their story.
    - **Provide examples with your action words:** Using action words are a great way to make sure your nominee is noticed. Instead of just saying "He is a great team player," elaborate on why he is a great team player. "He is a great team player because when he finishes his work, he consistently reaches out to other members of our staff to see what extra help we need to get the job done."
    - **Tell their story:** What really makes a Pinnacle Award nominee shine amongst their peers are their stories. Be sure to tell specific stories of how this nominee exemplifies each of our Commitments and how they go above and beyond both at Atrium Health.
    - **Be concise:** It doesn't have to be long to express what you are trying to say but remember to include examples. Nominees will receive a copy of their nomination.

*Tip: Write your story in a Word document and then copy and paste into the Nomination Story box on the form.*

### Pinnacle Award Approval Process for Managers

Since the Pinnacle Award nomination process is happening across the enterprise, we've updated how nominations are being compiled. With the new enterprise nomination form, there is no longer an approval routing to the nominee's manager or next level leader in the hierarchy as in previous years. For awareness, a list of nominees that is filterable by each area will be provided to leaders following the close of nominations on **Wednesday, August 10, 2022**.

### Pinnacle Award Division Review

The CEO Council and regional leadership will be assigned a certain number of nominees based upon the total number of nominations for their areas. The finalists will be submitted to Joe Forquer, Director of Teammate Recognition, who will notate those teammates as Finalists.

Those Finalists are then presented to the Pinnacle Award Selection Committee, who will choose the honorees.

### Contact Information

If you have questions about the Pinnacle Award, nomination process or the nomination form, you may email:

**Joe Forquer**

Director, Teammate Recognition

[Joseph.Forquer@AtriumHealth.org](mailto:Joseph.Forquer@AtriumHealth.org)