

Texas School Nurses Organization

School Nurse of the Year Application

Purpose: To publicly recognize the contribution of Texas school nurses by honoring one school nurse who demonstrates excellence in school nursing practice and leadership in school health.

Criteria & Eligibility:

1. Only one nominee from each region may be submitted.
2. Nominee must be:
 - a. A registered professional nurse.
 - b. A member of NASN currently and for the two preceding years (without lapse in membership).
 - c. Nominee must have five years of experience as a school nurse and currently practicing full-time as a school nurse. At least 50% of the nominee's time must be spent in direct care.
 - d. Nominee may not be on the TSNO Executive Committee or be an officer for NASN at the time of nomination.

Nomination & Submission Process:

Nomination portfolios must be submitted electronically. All letters of support and bulleted list should use 12-point font and one-inch margins in Microsoft Word format. The nomination portfolio should contain all of the following in the order listed:

1. TSNO Application Form signed by the nominator, the nominee, and region President.(can be the same person as the nominator)
2. One page letter of support from the region President.
3. A one-page narrative written by the nominator and signed by the nominee describing the nominee's significant contributions to advancing excellence in school nursing practice and leadership in school health.
4. A bulleted list completed by the nominee describing specific evidence of excellence as found in the Standards of Professional School Nursing Practice (National Association of School Nurses and American Nurses Association, 2011). Not to exceed three pages.
5. Nominee's signed curriculum vitae limited to personal education, employment, research activities, service related to school nursing, and publication. Not to exceed two pages.
6. A minimum of two letters with a maximum of four letters of support or recommendation describing the nominee's specific qualifications for this award. Letters must be from a fellow school nurse, administrator, supervisor, educator, parent, or community leader.
7. Recent digital head and shoulder photograph of nominee (300 dpi/inch in JPEG format). If nominee selected, photograph will be used in the TSNO Newsletter and submitted to NASN for Affiliate SNOY Award.

Texas School Nurses Organization School Nurse of the Year Application

Selection Process:

All nomination portfolios are judged by the TSNO Nominations Committee. Judging is based on evidence of excellence in school nursing practice in six areas: (1) expertise in school nursing practice, (2) effective management of the school health program, (3) excellence in health teaching, (4) significant contributions to advancing school nursing at the regional/state level, (5) service to the school community, and (6) integration of nursing research into practice.

Each criterion is rated on a four-point scale with a four indicating above average supporting documentation was provided and a one indicating no supporting documentation for the criterion was provided. A maximum of 24 possible points may be attained. The *School Nursing: Scope and Standards of Practice* (NASN and ANA, 2011) serves as a guide to determine how a nominee meets the selection criteria.

If the nominee does not meet the eligibility or submission criteria, the following actions will be taken:

| Issue | Action |
|---|---|
| Nomination deadline is not met | Nomination portfolio is rejected with explanation |
| Nominee is not licensed as a registered nurse in Texas | Nomination portfolio is rejected with explanation |
| Nominee does not meet NASN membership eligibility criteria | Nomination portfolio is rejected with explanation |
| Nominee does not have five years of experience as a school nurse and currently hold a full-time school nurse position where at least 50% or more of the nominee's time spent in direct care | Nomination portfolio is rejected with explanation |
| Nominee is a current TSNO Executive Committee officer or NASN officer | Nomination portfolio is rejected with explanation |
| Required items (TSNO Nomination Form, region President letter, Nomination narrative, bulleted list, Curriculum Vitae, at least two letters of support/recommendation, and photograph) are missing | Nomination portfolio is rejected with explanation |
| Missing signature(s) on TSNO Nomination Form | Deduct 1 point for each missing signature and return the portfolio for completion |
| Nomination narrative exceeds one-page limit | Deduct 1 point and remove all content beyond one-page limit prior to judging |
| Missing signature on nomination narrative | Deduct 1 point for missing signature and return the portfolio for completion |
| Bulleted list exceeds three-page limit | Deduct 1 point and remove all content beyond three-page limit prior to judging |
| Curriculum Vitae exceeds two-page limit | Deduct 1 point and remove all content beyond |

Texas School Nurses Organization School Nurse of the Year Application

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| | two-page limit prior to judging |
| Missing signature on Curriculum Vitae | Deduct 1 point for missing signature and return the portfolio for completion |
| Letters of support/recommendation exceed four-letter maximum | Deduct 1 point and remove letters from the portfolio prior to judging, beginning with the last |

The decision of the Nominations Committee is final and not open to appeal.

The TSNO Nominations Coordinator will notify the TSNO President of the winner by September 15th.

Term and Benefits of Tenure:

The TSNO School Nurse of the Year term runs from November of the year received through October of the following year. The recipient's principal and/or supervisor will be notified of this accomplishment by mail. The recipient will be recognized in the TSNO Newsletter and on the TSNO website. In addition, the honoree's portfolio of achievements will be displayed at the TSNO Annual Conference. The recipient's application will be submitted for recognition as the Texas Affiliate School Nurse of the Year at the annual National Association of School Nurses Conference. The honoree will be presented with a plaque from TSNO during the Awards Program celebrating excellence in school nursing that is part of the TSNO Annual Conference.

The recipient of the SNOY Award is also eligible for the following:

1. TSNO will pay for the early-bird conference registration fee. The winner should register as paying by personal check but not submit payment.
2. TSNO will pay for up to two night's hotel fee at the double-occupancy rate for the conference hotel as listed in the conference brochure. The Nominations Coordinator will make the reservation. The winner must notify the Nominations Coordinator with their intent to stay at the hotel by the hotel deadline as listed in the conference brochure.
3. TSNO will pay for up to two guest meals for the Awards Program at the Annual Conference. Additional guest meals may be purchased online at the time of registration. No other meal costs can be reimbursed.
4. All other incidental costs are the responsibility of the award recipient.

Texas School Nurses Organization School Nurse of the Year Application

Instructions:

1. Review the attached criteria, eligibility, and submission process prior to preparing the nomination portfolio.
2. Complete this form.
3. Attach supporting documents.
4. Nomination portfolios must be submitted electronically using 12-point font and one inch margins in Microsoft Word format to smith1@pittsburgisd.net.
5. **The submission deadline is midnight CDT on June 15th.** After emailing the nomination portfolio to the Nominations Coordinator, it is recommended to then also send a separate email without any attachments as a follow-up. The Nominations Coordinator will confirm receipt of the portfolio within 48 hours.

Nominee name and credentials _____

NASN Member # _____ Region _____

Home Address _____

Phone Number (Home) _____ (Work) _____

E-mail Address (Home) _____ (Work) _____

Employer's Name _____

Employer's Address _____

Present Position _____

Number of years in present position _____

Number of years in school nursing _____

Grade levels served in present position _____

Number of students served _____

Position full-time (by procedures standard) YES NO

Provider of direct nursing care in practice YES NO

Registered Nurse YES NO

TSNO member currently and previous two years YES NO

Nominator Signature: _____

Address _____

Phone (Home) _____ (Work) _____

Date Submitted _____

Texas School Nurses Organization School Nurse of the Year Application

Regional President's Signature _____

Nominee's Signature _____

My signature above indicates I have read the entire application and understand the submission process, judging procedure, and award privileges. I further understand not following any of the above can result in forfeiture of the award.

SNOY