

Guidelines and Criteria for Washington State School Nurse Administrator of the Year

Purpose

To publicly recognize a school nurse administrator by annually honoring one administrator who administers and coordinates quality school nursing services and health programs.

Eligibility

1. One (1) nominee from each area
2. Nominee must be:
 - a. Registered professional nurse
 - b. Bachelor degree or higher
 - c. Member of SNOW and NASN for the current and preceding five years. The preceding 5 years must be continuous (without lapse in membership).
3. Nominee must have completed five years' experience in school health, currently practice full time and have as their main responsibility the supervision, administration, and coordination of nursing service and health programs.
4. Evidence of excellence in school nursing administration must be based on American Nurses Association (ANA) Nursing Administration: Scope and Standards of Practice 2nd Edition (2016)

Procedure for Submission of Application

1. Information must be submitted in an 8 ½ by 11 flat folder. (No ring binders)
2. Include in the nomination folder:
 - a. SNOW – School Nurse Administrator Nomination Form
 - b. Narrative describing the nominee's contributions in each of the categories named in the Criteria for Selection. Narrative should follow the categories and sub-areas exactly in outline form.
 - c. Supporting letters of recommendation:
Maximum of six (6) letters
Letters may be from supervised school nurses, principals, supervisors, teachers, parents, students, or others
Letters should describe specific issues or topics related to nominee's qualifications for the award. Use the American Nurses Association (ANA) Nursing Administration: Scope and Standards of Practice 2nd Edition (2016) as a reference.
Letters should reflect on areas of rating that writer wishes to emphasize
Local and state acronyms must be spelled out when used for the first time
3. Submit the completed nomination folder by April 1st to the Awards Chair of SNOW.

Criteria for Selection

Based on ANA Nursing Administration: Scope and Standards of Practice 2nd Edition (2016)

<http://nursebooks.org/Main-Menu/Standards/Nursing-Admin-SSoP-2E.aspx>

1. Clinical Leadership
2. Administrative Leadership
3. Professional Development
4. Professional Advocacy Activities
5. Community Involvement
6. Research

Selection Procedure

1. Nomination folder must be **postmarked no later than April 1st.**
2. The Awards Chair and committee reviews and scores the nomination folders
3. Awards Chair notifies SNOW President by **May 1st.**
4. The SNOW President will telephone selected candidate by **May 5th**
5. The Awards Chair will present the award at the SNOW Fall conference



School Nurse Administrator of the Year Nomination Form

INSTRUCTIONS: Complete this form, attach supporting documents and send to the Awards Chair and be postmarked no later than April 1st.

Name and Credentials: _____

Home Address: _____

Work Phone Number: _____ Home Phone Number: _____

Email Address: _____

Employer's Name: _____

Employer's Address: _____

Present Position: _____

Number of years as an administrator: _____

Number of years in school nursing: _____

Grade levels supervised in present position: _____

Number of nurses supervised: _____

Position full-time (per guidelines) Yes No

Provider of direct nursing care in practice (Indicate what % _____) Yes No

Registered Nurse Yes No

Member of SNOW/NASN for preceding five years Yes No

Narrative describing the nominee's contribution in each of the categories named in the Criteria Selection:

Clinical Practice Leadership:

Administrative Leadership:

Professional Development:

Professional Advocacy:

Community Involvement:

Research:

Nomination submitted by _____

The decision of the committee is final and is not subject to appeal.