Texas School Nurses Organization
School Nurse Administer of the Year Application

Purpose: To publicly recognize the contribution of Texas school nurse administrators by honoring one school nurse administrator 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. Hold a bachelor degree or higher.
   c. A current member of TSNO at the time the award is determined.
   d. Nominee must have completed five years experience in school health, and currently practicing full-time. At least 50% of the nominee's time must be spent in the supervision, administration, and coordination of nursing service and health programs.
   e. Nominee may not be on the TSNO Board of Directors or be an officer for NASN at the time of nomination.

Nomination and Submission Process:

Nomination portfolios must be submitted electronically. All letters of support, nomination narrative, 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 School Nurse Administrator of the Year Application <u>signed by the nominator and the nominee</u>.
2. A one-page narrative <u>written by the nominator and signed by the nominee</u> describing the nominee's significant contributions to advancing excellence in school nursing practice and leadership in school health.
3. A bulleted list <u>completed by the nominee</u> 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.
4. Nominee's <u>signed</u> curriculum vitae limited to personal education, employment, research activities, service related to school nursing, and publication. Not to exceed two pages.
5. A minimum of two letters with a maximum of four letters of support or recommendations describing the nominee's specific qualifications for this award. Letters must be from a school nurse, administrator, supervisor, educator, parent, or community leader.
6. 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 SNAY Award.

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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 services administration, (2) competence in the delivery of a quality student health services program, (3) effective in providing a professional practice environment, (4) significant contributions to advancing school nursing at the regional/state level, (5) service to the community, and (6) integration of nursing research into practice.

Each criterion is rated on a four point scale with 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. *Nursing Administration*: *Scope and Standards of Practice* (ANA, 2009) serves as a guide to determine how a nominee meets the selection criteria.

If 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 TSNO/NASN membership eligibility criteria	Nomination portfolio is rejected with explanation
Nominee does not have five years experience as a school nurse administrator and currently hold a full time school nurse administrator position where at least 50% or more of the nominee's time is spent in nursing administration	Nomination portfolio is rejected with explanation
Nominee is a current TSNO Board Member or NASN officer	Nomination portfolio is rejected with explanation
Required items (TSNO Application, 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 Application	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 of 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 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-page letter maximum	Deduct 1 point and removed letters from the portfolio prior to judging, beginning with the last

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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 Administrator of the Year term runs from November of the year received through October of the following year. The recipient's administrator 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 Administrator of the Year at the annual conference of the National Association of School Nurses. 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 SNAY Award is also eligible for the following:

1. TSNO will pay for the early-bird conference registration fee. The winner should register and <u>select paying by check but do not submit payment.</u>
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.

Instructions:

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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 online here.
5. **The submission deadline is midnight CST on August 31st.** Submission through the Google Form is confirmation.

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 _____

Number of students served _____

Position full-time (by procedures standard)	YES	NO
Registered Nurse with Bachelor degree or higher	YES	NO
NASN member currently and previous five years	YES	NO
At least 50% of the nominee's time spent in the	YES	NO

At least 50% of the nominee's time spent in the
supervision, administration, and coordination
of nursing service and health programs.

Nomination submitted by _____

Address _____

Phone (Home) _____ (Work) _____

Date Submitted _____

Nominator 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.