

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. 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 Board of Directors or be an officer for NASN at the time of nomination.

Nomination & Submission Process:

Nomination portfolios must be submitted electronically. All letters of support 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, and the nominee.
2. 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.
3. Nominee's signed curriculum vitae limited to personal education, employment, research activities, service related to school nursing, and publication. Not to exceed two pages.
4. A minimum of two letters with a maximum of four letters of support or recommendation describing the nominee's specific qualifications for this award. At least one of the letters must be from a district professional. All other letters must be from a fellow school nurse, administrator, supervisor, educator, parent, or community leader.
5. Recent digital head and shoulder photograph of nominee. 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, 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
Curriculum Vitae exceeds two-page limit	Deduct 1 point and remove all content beyond

Texas School Nurses Organization School Nurse of the Year Application

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

Nominee name and credentials

NASN Member #

Home Address

Region

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

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.

TSNOY

Texas School Nurses Organization School Nurse of the Year Application

Texas School Nurse Organization School Nurse of the Year Award *Criteria for Selection*

Please address the following Standards of School Nursing Practice and Standards of Professional Performance for School Nursing. Please use this form to answer the questions. Download the form into your documents, type on the form to answer questions, then save and **submit online in the provided Google Form**.

STANDARDS OF SCHOOL NURSING PRACTICE

Using the Standards of Practice for School Nursing please give an example of how the nominee has utilized these Standard competencies in his/her nursing practice as evidence of the standard of care. Use one example to address all standards—Assessment, Diagnosis, Outcome Identification, Planning, Implementation and Evaluation. (refer to NASN Scope and Standards of School Nursing Practice, 3rd edition, 2017). An example of how he/she has helped an individual student or a bigger picture of implementing a program is acceptable.

Assessment: *The school nurse collects comprehensive data pertinent to the healthcare consumer's health and/or situation.*

Diagnosis: *The school nurse analyzes the assessment data to determine the diagnoses or issues.*

Outcome Identification: *The school nurse identifies expected outcomes for a plan individualized to the healthcare consumer or situation.*

Planning: *The school nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.*

Implementation: *The school nurse implements the identified plan, including coordination of care, health teaching and health promotion, and consultation.*

Evaluation: *The school nurse evaluates progress toward attainment of outcomes.*

Texas School Nurses Organization

School Nurse of the Year Application

STANDARDS OF PROFESSIONAL PERFORMANCE FOR SCHOOL NURSING

The Standards of Professional Performance for School Nursing describe a competent level of behavior in the professional role. All school nurses are expected to actively engage in professional role activities appropriate to their education and position. School nurses are accountable for their professional actions to themselves, their healthcare consumers, the profession, and, ultimately to society. (NASN Scope and Standards of School Nursing Practice, 3rd edition, 2017).

Standard 8: Education. *The school nurse attains knowledge and competence that reflect current nursing practice.*

Does the nominee hold any state or national board certifications? Yes____No____

If so, please list.

Does the nominee have or is in process of earning an advanced degree? Yes____No ____

If so, please describe.

List educational opportunities the nominee has participated in, in the past year.

Standard 9: Evidenced-Based Practice and Research. *The school nurse integrates evidence and research findings into nursing practice.*

Please briefly describe an example of how the nominee has used evidenced-based practice and research into his/her nursing practice.

Standard 10: Quality of Practice. *The school nurse contributes to quality nursing practice.*

Describe how the nominee has identified a problem that occurred in work routines and how he/she corrected the issue or removed barriers within the organizational process.

Does the nominee serve on any inter-professional teams to evaluate clinical care or health care?

Yes____No ____

If yes, please list

Texas School Nurses Organization School Nurse of the Year Application

Standard 11: Communication. *The school nurse communicates effectively in a variety of formats in all areas of practice.*

Please give an example how the nominee has effectively communicated with children, professional staff or parents, by oral, written, electronic documentations or communications. Example-if the nominee does an article in a school newsletter you may attach a copy of the newsletter.

Standard 12: Leadership. *The school nurse demonstrates leadership in the professional practice setting and the profession.*

Please list what school nursing, school health and other professional organizations the nominee participates in and what roles in the professional organizations and committees at a local state and national levels.

Please list any committees, councils or administrative teams in the school or community the nominee participates in.

Has the nominee mentored any colleagues, practicum school nurse students or nursing students? Please explain.

Standard 13: Collaboration, and Standard 15: Resource Utilization. *The school nurse collaborates with the healthcare consumer, family, and others in the conduct of nursing practice. The school nurse utilizes appropriate resources to plan and provide nursing services that are safe, effective, and financially responsible.*

Please list what community agencies the nominee has collaborated with to provide care or resources for a student a student or family?

Give an example of how the nominee has functioned as a liaison between the family, school and community.

Standard 16: Environmental Health. *The school nurse practices in an environmentally safe and*

Texas School Nurses Organization School Nurse of the Year Application

healthy manner.

Please give an example of how this nominee has promoted an environment that has reduced health risks, physical or emotional, for students, staff and/or visitors.

Nominator Signature

Date

Nominee's Signature

Date