

**New Jersey State School Nurses Association  
School Nurse Administrator of the Year  
Nomination Form**

**Instructions:**

1. Review the attached criteria, eligibility, and submission process prior to preparing the nomination portfolio.
2. Complete this nomination form and send electronically, with supporting documents to Marie Sasso, Executive Director at [njssnaexecutivedirector@gmail.com](mailto:njssnaexecutivedirector@gmail.com). Attach the documents and photo to the email. You may scan the documents to send electronically.
3. The submission deadline is midnight EDT on January 21, 2019. After emailing the nomination portfolio to the Executive Director, also send a separate email without any attachments as a follow-up. The Executive Director will confirm receipt of the portfolio within 48 hours.

Candidate and credentials \_\_\_\_\_

NASN Member # \_\_\_\_\_

Home Address \_\_\_\_\_

Phone Number (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

E-mail Address (Private) \_\_\_\_\_ (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 \_\_\_\_\_

Educational Preparation (include schools attended for RN, BSN, MSN, Doctorate and Certification)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position full-time YES NO

Completed five years in school health position YES NO

Main responsibility is supervision, administration & coordination  
of nursing service & health programs YES NO

NJ Certified School Nurse YES NO

NASN & NJSSNA Member current and previous five years YES NO

Nomination submitted by \_\_\_\_\_ County \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

Date Submitted: \_\_\_\_\_

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

**New Jersey State School Nurses Association  
Guidelines and Criteria  
School Nurse Administrator of the Year Award**

**Purpose:**

To publicly recognize the contribution of New Jersey school nurse administrators by honoring one school nurse administrator who demonstrates excellence in school nursing practice and leadership in school health. This honor is bestowed upon an individual who is selected according to criteria as noted below. The honoree chosen to represent NJSSNA shall have his/her name and photo forwarded to NASN for recognition at NASN's annual conference.

**Eligibility:**

- A. Nominee must be:
  - 1. A NJ certified school nurse.
  - 2. A member of NJSSNA/NASN currently and for the five preceding years.
  - 3. Holds a bachelor degree or higher
- B. Nominee must have completed five years experience in school health, and is 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.
- C. Nominee may not be on the NJSSNA Executive Board or be an officer of NASN at the time of nomination
- D. Nursing Administration: *Scope and Standards of Practice* (ANA, 2009) serves as a guide to determine how a nominee meets the selection criteria.

**Procedure for Submission of Application:**

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:

- A. Completed NJSSNA Nomination Form.
- B. 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.
- C. 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.
- D. Nominee's signed curriculum vitae limited to personal education, employment, research activities, service related to school nursing, and publication. Not to exceed two pages.
- E. Supporting letters of recommendation:
  - 1. Minimum of two with a maximum of four letters of support describing the nominee's specific qualifications for this award.
  - 2. Letters must be from a school nurse, administrator, supervisor, educator, parent, or community leader.
- F. Submit digital photograph of honoree to NJSSNA Executive Director...Digital photo-graph must be at least 300 dpi/inch, formatted as a .jpg, and no larger than 1MB in size.

**Award for School Nurse Administrator of the Year recipient:**

NJSSNA will pay for the NASN early-bird- registration conference fee.

Submit completed application and all materials to NJSSNA Executive Director, Marie Sasso, at [njssnaexecutivedirector@gmail.com](mailto:njssnaexecutivedirector@gmail.com)

**Application must be submitted electronically NO LATER THAN midnight on January 21**

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Nursing Administration: Scope and Standards of Practice

**Standards of Nurse Administration Practice 1- 6**

- 1 Assessment:** The nurse administrator collects comprehensive data pertinent to the issue, situation or trends.
- 2 Identifies issues, problems or trends:** The nurse administrator analyzes the assessment data to determine the issues, problems or trends.
- 3 Outcomes Identification:** The nurse administrator identifies expected outcomes for a plan individualized to the situation.
- 4 Planning:** The nurse administrator develops a plan that prescribes strategies and alternatives to attain expected outcomes.
- 5 Implementation:** The nurse administrator implements the identified plan.
  - A. Coordination of Care: Provides leadership in coordination of multidisciplinary healthcare resources
  - B. Health Promotion, Health Teaching and Education: Employs strategies to foster health promotion, health teaching, and the provision of other educational services and resources.
  - C. Consultation: Provides consultation to influence the identified plan, enhance the abilities of others and effect change.
- 6 Evaluation:** The nurse administrator evaluates progress towards attainment of outcomes.

**Standards of Professional Performance 7**

**Quality of Practice:** The nurse administrator systematically enhances the quality and effectiveness of nursing practice, nursing services administration and the delivery of services.

- 1 Demonstrates quality by documenting the application of the nursing process in a responsible, accountable, and ethical manner
- 2 Incorporates new knowledge to initiate changes
- 3 Uses results of quality improvement practices to initiate changes in nursing practice
- 4 Obtains and maintains professional certification

**Standards of Professional Performance 8**

**Education:** The nurse administrator attains knowledge and competency that reflects current nursing practice.

- 1 Participates in ongoing educational activities regularly
- 2 Seeks learning opportunities that reflect current practice to improve skills and competence in nurse administrator role.
- 3 Acquires knowledge and skills appropriate to specialty area.
- 4 Uses current research findings to enhance role performance and increase knowledge of professional issues.

**Standards of Professional Performance 9**

**Professional Practice Evaluation:** The nurse administrator evaluates one's own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules and regulations.

- 1 Applies knowledge of current practice standards, guidelines, statutes, rules and regulations in practice.
- 2 Demonstrates respect for diversity in all interactions.
- 3 Interacts with peers and colleagues to enhance own professional nursing practice.
- 4 Participates in systemic peer review of others as appropriate.

### **Standards of Professional Performance 10**

**Collegiality:** The nurse administrator interacts with, and contributes to the professional development of peers and school personnel as colleagues.

- 1 Shares knowledge and skills and provides feedback with peers and colleagues
- 2 Models expert practice to interdisciplinary team members and healthcare consumers.
- 3 Participates in multi-professional teams that advance nursing practice and health services.

### **Standards of Professional Performance 11**

**Collaboration:** The nurse administrator collaborates with all levels of nursing staff, interdisciplinary teams, executive leaders and other stakeholders.

- 1 Communicates with necessary stakeholders the nurse's role in the provision of care
- 2 Collaborates in creating documented plan focused on outcomes and decisions related to care and delivery of services
- 3 Models an interdisciplinary process with other members of the healthcare team.
- 4 Documents plans, communications, rationales for plan changes, and collaborative discussions.

### **Standards of Professional Performance 12**

**Ethics:** The nurse administrator integrates ethical provisions in all areas of practice.

- 1 Maintains confidentiality within legal and regulatory parameters.
- 2 Assures a process to identify and address ethical issues within nursing and the organization.
- 3 Informs administrators or others of risks or benefits of programs that affect healthcare delivery.
- 4 Demonstrates a commitment to practicing self-care, managing stress, and connecting with self and others.

### **Standards of Professional Performance 13**

**Research:** The nurse administrator integrates research findings into practice.

- 1 Utilizes the best available evidence, including research findings to guide practice decisions.
- 2 Assures research priorities align with the organization's strategic plans and include an appropriate nursing focus.

### **Standards of Professional Performance 14**

**Resource Utilization:** The nurse administrator considers factors related to safety, effectiveness, cost, and impact on practice in the planning and delivery of nursing services.

- 1 Evaluates factors such as safety, effectiveness, availability of cost and benefits, and impact on practice.
- 2 Develops evaluation methods to measure safety and effectiveness for interventions and outcomes.
- 3 Assures that resource allocations are based on identified needs and valid nursing workload measures.
- 4 Leads in promoting the appropriate use of innovative applications and new technologies.

### **Standards of Professional Performance 15**

**Leadership:** The nurse administrator provides leadership in the Professional practice and the profession.

- 1 Works to create and maintain healthy work environments.
- 2 Displays the ability to define a clear vision, goals, and a plan to implement and measure progress.
- 3 Assures that protocols reflect evidence-based practice and addresses emerging problems.
- 4 Serves in key roles in the school and work settings by participating in committees, councils, and administrative teams.

### **Standards of Professional Performance 16**

**Advocacy:** The nurse administrator advocates for the protections and rights of individuals, families, communities, populations, healthcare providers, nursing and other professions especially related to health and safety.

- 1 Supports the involvement of individuals in their own care.
- 2 Evaluates factors related to privacy in the use and handling of health information.
- 3 Strives to resolve conflicting expectations and preserve the professional integrity of the nurse.
- 4 Demonstrates skill in advocating before providers, public representatives

*Based on ANA Nurse Administration: Scope and Standards of Practice (2009)*