

## **SCHOOL NURSE OF THE YEAR AWARD PROCEDURES AND CRITERIA**

The MASN Awards Committee will oversee activities of these awards.

### **A. PURPOSE**

To publicly recognize a school nurse in Michigan by annually honoring one school nurse who demonstrates excellence in school nursing practice and leadership in school health.

### **B. ELIGIBILITY**

1. Nominee must be:
  - a. A registered professional nurse.
  - b. A member of MASN current and preceding two years. The preceding two years must be continuous (without lapse in membership).
2. Nominee must have five years' experience as a school nurse, and currently practice full-time as a school nurse. If the only school nurse position in a community involves fewer hours than usual, it will be considered full time for the purpose of this eligibility criteria.
3. Nominee may not be on the NASN Board of Directors or an officer of NASN at the time of nomination.
4. Evidence of excellence in school nursing practice must be based on Scope and Standards of Professional School Nursing Practice (NASN/ ANA, 2011).

### **D. 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. A cover letter from the nominating school district stating support and rationale for nomination, signed by school superintendent.
  - b. Curriculum vitae signed by nominee.
  - c. Narrative describing the nominee's contributions in each of the categories named in the CRITERIA FOR SELECTION on the application form. Narrative should follow the categories and sub-areas exactly in outline form. Narrative signed by nominee.
  - d. One photo, which may be used to recognize (honor) MASN School Nurse of the Year applicants.
  - e. Supporting letters of recommendation:
    - Maximum of six (6) letters, each limited to one page, no reductions permitted
    - Letters may be from school nurse colleagues, administrators, supervisors, teachers, parents, students, or others
    - Letters should describe specific issues or topics related to nominee's qualifications for the award.
    - Use Scope and Standards of Professional School Nursing Practice (NASN/ANA, 2011) as a reference.
    - Letters should directly reflect areas of rating that writer wishes to emphasize.



3. The total folder is not to exceed 20 pages (20 one-sided or 10 two-sided). This does not include the cover or the application page itself.
4. Submit the original and two **(2)** copies of the completed nomination folder, **postmarked no later than December 31**, to: MASN, Awards Committee, Jan Chaudoir, RN, Berrien RESA, Blossomland Learning Center, 711 St. Joseph Avenue, Berrien Springs, MI 49103. The chair will verify date of the postmark.

**E. CRITERIA FOR SELECTION**

Based on Scope and Standards of Professional School Nursing Practice (National Association of School Nurses and American Nurses Association, 2011) See Nomination Form.

**F. SELECTION PROCEDURE**

1. Nomination folder must be **postmarked no later than December 31**.
2. MASN Membership Chair confirms MASN membership and other eligibility-required information requested on nomination form .
3. If nominee does not meet eligibility or submission criteria, the following actions will be taken:

Problem	Action
Nominee is not a registered nurse	rejected folder, returned with explanation
Nominee does not meet Membership eligibility	rejected folder, returned with explanation
Nominee does not have five years' experience as a school nurse	rejected folder, returned with explanation
Nominee does not spend a minimum of 50% of time in direct care	rejected folder, returned with explanation
Nominee is a current NASN BOD or Officer	rejected folder, returned with explanation
Missing support letter signed by superintendent	10 points deduction, returned for signature
Missing signature of nominee on either vitae or narrative	10 points deduction, returned for signature
Missing signature of person nominating	10 points deduction, returned for signature
Letters of recommendation: Exceed six letter limit	10 points deduction; letters removed from folder prior to judging; letters are removed beginning with the last in the folder
Folder is greater than 20 pages	10 points deduction; extra pages are removed from the folder prior to judging, pages are removed beginning with the last in the folder

Points will be deducted from the averaged nominee's score at the completion of the committee's judging. A letter of explanation will be sent.

4. The Awards Committee reviews and scores the nomination folders. Judges will not score candidates from their own district. If the Awards Committee is composed of 2 or more judges who are relieved from judging the candidates from their districts, the chair of the Awards Committee will choose judges to replace them for the review and scoring process of that state. A minimum judge's averaged score of 80% is required to advance to semifinalist.

5. Selection of recipient will be announced by the MASN Awards Committee. Committee chair notifies MASN President by **February 1**.
6. NASN Director will complete electronic submission to NASN between January 1-March 31<sup>st</sup>.
7. MASN President will telephone selected nominee by **March 1**. President and Chair will notify recipient and all other nominees of results by mail.
8. The award will be presented at the MASN annual conference by the Awards Committee chair.
9. Expenses for selected School Nurse of the Year will be paid by MASN for conference registration for the annual MASN conference and for the awards dinner.
- 10. The decision of the Committee is final and not open to appeal. All ballots will be destroyed upon notification of the selected candidate.**

**G. SELECTION SCHEDULE**

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| 1. Portfolio due   | 12/31               |
| 2. Committee scores applications                         | 1/30                |
| 3. Chair notifies President                              | 2/1                 |
| 4. President notifies NASN Director                      | 2/6                 |
| 5. NASN Director completes electronic Submission to NASN | between 2/6 and 3/1 |
| 6. President notify recipient by                         | 3/1                 |
| 7. Press releases approved by Chair                      | 4/1                 |
| 8. Press releases done by                                | 4/15                |