

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

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. 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).
2. 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.
3. Show evidence of excellence in school nursing practice based on NASN School Nursing Practice Framework™ <https://www.nasn.org/nasn-resources/framework>

Procedure for Submission of Application

1. Nominations should include:
 - a. Completed nomination form
 - b. Up to two supporting letters of recommendation (*letters may be provided by nurses, principals, teachers, community members, or anyone familiar with the nurse's practice*):
 - i. Letters should describe specific issues or topics related to the nominee's qualifications for the award using NASN's Framework for the 21st Century School Nursing Practice™.
 - ii. Letters should directly reflect areas of rating that writer wishes to emphasize
 - iii. Local and State acronyms must be spelled out when used for the first time.
 - c. Completed nomination packet and supporting documents must be submitted electronically to the Awards Chair listed on the SNOW webpage under Awards by April 1st.

Criteria for Selection- based on NASN Framework for the 21st Century School Nursing Practice™.

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

Selection and Award Procedures

1. Nominations must be received by the Awards Chair by April 1st..
2. The Awards Chair and the School Nurse Administrator of the Year Committee will review and score the nomination.
3. Selection of the award recipient will be announced by the School Nurse of the Year Committee by May 1st..
4. The SNOW President will telephone the selected candidate for official notification.
5. The Awards Chair will present the award at the annual SNOW Fall Conference.



School Nurse Administrator of the Year Nomination Form

Instructions: Complete this form, attach supporting documents and submit to Awards Chair. **Must be electronically submitted by April 1st.**

Name and credentials: _____

Home Address: _____

Email Address: _____

Phone Numbers (Home) _____ (Work) _____

Employer: _____

Employer Address: _____

Present Position: _____

Number of years as an administrator: _____

Number of years in school nursing: _____

Grade level supervised in present position: _____

Number of nurses supervised: _____

Provider of direct nursing care in practice (indicate what % _____)

Registered Nurse Yes No

Current member of NASN/SNOW Yes No

Position full time Yes No

Please describe the nominee's contribution in each of the following categories from the Criteria for Selection.

1. Clinical Practice Leadership:

2. Administrative Leadership:

3. Professional Development:

4. Professional Advocacy:

5. Community Involvement and Research:

Nominated by: _____

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



SCHOOL NURSE ADMINISTRATOR OF THE YEAR AWARD EVALUATION
CRITERIA FOR SELECTION BASED ON SCHOOL NURSING SCOPE AND STANDARDS OF PRACTICE (2022).

1. Clinical practice leadership:	
2. Administrative leadership:	
3. Professional development:	
4. Professional advocacy:	
5. Community involvement and research:	
10 points possible.	Total Points