

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

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. One (1) nominee from each area
 2. Nominee must be:
 - a. Registered professional nurse
 - b. Bachelor degree or higher
 - c. Member of NASN for the current and preceding five years
 3. Nominee must have completed five years experience in school health, and currently practice full-time and have as their main responsibility the supervision, administration, and coordination of nursing service and health programs
 4. Evidence of excellence in school nursing administration must be based on Scope and Standards for Nurse Administrators, (American Nurses Association, 1996)
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PROCEDURE FOR SUBMISSION OF APPLICATION

1. Information must be submitted in a 8 ½ by 11 flat folder. (No ring binders)
 2. Include in the nomination folder:
 - a. SNOW – School Nurse Administrator Nomination Form
 - b. Narrative describing the nominee’s contributions in each of the categories named in the Criteria for Selection. Narrative should follow the categories and sub-areas exactly in outline form.
 - c. Supporting letters of recommendation:
 - Maximum of six (6) letters
 - Letters may be from supervised school nurses, principals, 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 for Nurse Administrators, American Nurses Association as a reference
 - Letters should reflect on areas of rating that writer wishes to emphasize
 - Local and state acronyms must be spelled out when used for the first time
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CRITERIA FOR SELECTION

(Based on American Nurses Association, 1996, Scope and Standards for Nurse Administrators)

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

SELECTION PROCEDURE

1. Nomination folder must be **postmarked no later than February 15th**.
2. The Professional Development Chair and committee reviews and scores the nomination Folders
3. Professional Development Chair notifies SNOW President by **March 1**
4. The SNOW President will telephone selected candidate by **March 5** and will notify the recipient, and all other nominees of the results by mail
5. The Professional Development Chair will present the award at the SNOW Spring conference

School Nurse Organization of Washington

SCHOOL NURSE ADMINISTRATOR OF THE YEAR NOMINATION FORM

INSTRUCTIONS: Complete this form, attach supporting documents to Professional Development Chair
Must be postmarked no later than February 15th.

Name and credential _____

Home Address _____

Phone Number _____

Work

Home

Employer's Name _____

Employer's Address _____

Present Position _____

Number of years as administrator _____

Number of years in school nursing _____

Grade levels supervised in present position _____

Number of nurses supervised _____

Position full-time (by Guidelines standard) YES ___ NO ___

Provider of direct nursing care in practice YES ___ NO ___

(Indicate what % _____)

Registered Nurse YES ___ NO ___

Member of School Nurse Organization of Washington YES ___ NO ___

Member of NASN, current and preceding five years YES ___ NO ___

Narrative describing the nominee's contribution in each of the categories named in the Criteria for Selection.

Clinical Practice Leadership

Administrative Leadership

Professional Development

Professional Advocacy Activity

Community Involvement

Research

Nomination submitted by _____

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