

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

## Purpose

To publicly recognize a non-nurse school nurse administrator by annually honoring one administrator who coordinates and advocates for quality school nursing services and health programs.

## Eligibility

1. One (1) nominee from each area
  2. Nominee must be:
    - a. Bachelor degree or higher
    - b. Member of SNOW recommended
  3. Nominee must have as their main responsibility the supervision, administration, and coordination of nursing service and health programs and a strong school nurse advocate.
  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 – Non-Nurse 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:
      - 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

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

## SELECTION PROCEDURE

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

# School Nurse Organization of Washington

## NON-NURSE 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

Email address \_\_\_\_\_

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\_

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

**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.*