



VIRGINIA ASSOCIATION OF SCHOOL NURSES, INC.
P.O. BOX 28313, RICHMOND, VA 23228

VASN SCHOOL NURSE ADMINISTRATOR OF THE YEAR

The Virginia Association of School Nurses (VASN) awards recognition to an outstanding School Nurse Administrator of the Year who demonstrates excellence in administering and coordinating quality school nursing services and health programs. Nominations may come from an administrator, supervisor, educator, school nurse colleague, parent, or member of the community. Eligibility for this award is based on meeting all of the following requirements.

Criteria:

The candidate must:

- Be licensed as a registered nurse in the Commonwealth of Virginia.
- Have a bachelor's degree or higher.
- Be a current member of VASN, and NASN Affiliate, with *continuous, uninterrupted* membership during the preceding five years without lapse in membership as verified by NASN.
- Have completed five years of experience in school health.
- Hold a current full-time position with the main responsibility of supervision, administration, and coordination of school nursing service and health programs.
- Spend at least 50% time or more in direct administration of school nurses/school health services (supervision of school nurses, policy preparation, procedure preparation, evaluation of school nursing staff, directing school nursing services and program).
- Not be a current NASN officer or NASN Director.
- Show evidence of excellence in school nursing administration. This may include involvement in the state school nurse organization, publication in school health literature, role in or utilization of nursing research, NCSN certification, or leadership in the community. Judging criteria are guided by *Nursing Administration: Scope and Standards of Practice* (ANA, 2009)

Nomination and Submission Process:

Nomination portfolios must be submitted electronically using 12-point font and one inch margins in Microsoft Word. The submission deadline is October 5th. The original paper version of the nomination portfolio must be mailed in an 8 ½" x 11" envelope and postmarked by midnight of October 5th. Submit nomination portfolios to the VASN School Nurse Administrator of the Year Award Committee c/o Hope Luong at hope_luong@yahoo.com and 18233 Mill Spring Ct. Leesburg, Va. 20176.

There is a limit of ten one-sided print pages to the nomination portfolio, not counting the photo. The portfolio must include the following: _

- One page cover letter from the nominator
- VASN Nomination Form signed by both the nominator and the nominee
- A nomination narrative of 450 words or less that is (a) written by the nominator describing the nominee's significant contributions to advancing excellence in school nursing administration practice and (b) signed by the nominee
- At least two letters of support or recommendation (from a school nurse, administrator, supervisor, educator, parent, or community leader) describing the nominee's specific qualifications for this award
- Nominee's curriculum vitae limited to personal education, employment, research activities, service related to school nursing, and publication if applicable (four pages maximum)
- Recent digital head and shoulder photograph of nominee (300 dpi/inch in JPEG format).

**Virginia Association of School Nurses
School Nurse Administrator of the Year Award
Nomination Form**

Nominee's Name & Credentials	
Nominee's Home Address	
Home Telephone	
Home Email Address	
Employer's Name and Address	
Work Telephone	
Name of Administrator or Supervisor	
Work Email Address	
Nominee's Position (Title)	
Nominee's Highest Degree	
Number of Years in Present Full-Time Position	
Current Role is Spent in Supervision, Administration, and Coordination of School Nurses/School Health Services	<input type="checkbox"/> 49% or less time <input type="checkbox"/> 50% or more of the time
Number of Years as a Nursing Administrator	
Number of Years in School Health	
Number of School Nurses Supervised	
NASN/VASN Membership Number	
Years of NASN/VASN Membership	
Nominee is an NASN Director or Officer	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature of Nominee	
Signature of Nominator	

Selection Process:

All nominations undergo a blind review by the VASN School Nurse Administrator of the Year Award Committee. It consists of at least three VASN Executive Committee members, including the President-elect and Membership Chair. Judging is based on evidence of excellence in school nursing practice in six areas: (a) expertise in school nursing services administration, (b) competence in the delivery of a quality student health services program, (c) effective in providing a professional practice environment, (d) significant contributions to advancing school nursing at the regional/state level, (e) service to the community, and (f) integration of nursing research into practice. Each criterion is rated on a four point scale with four indicating above average supporting documentation and one indicating that there no supporting documentation for the criterion. A maximum of 24 possible points may be attained. *Nursing Administration: Scope and Standards of Practice* (ANA, 2009) serves as a guide to determine how a nominee meets the selection criteria.

If nominee does not meet the eligibility or submission criteria, the following actions will be taken:

Problem	Action
Nomination deadline is not met	Nomination portfolio is returned
Nominee is not licensed as a registered nurse in the Commonwealth of Virginia	Nomination portfolio is rejected and returned with an explanation
Nominee does not meet membership eligibility criteria of being a current member of VASN, an NASN Affiliate, and a continuous member during the preceding five years without lapse in membership	Nomination portfolio is rejected and returned with an explanation
Nominee does not have five years experience as a school nurse administrator and currently hold a full time school nurse administrator position where at 50% or more of the nominee's time is spent in nursing administration	Nomination portfolio is rejected and returned with an explanation
Nominee is a current NASN BOD or Officer	Nomination portfolio is rejected and returned with an explanation
Missing signature(s) on Nomination Form	Deduct 1 point for each missing signature and return the portfolio for signature
Missing signature of Nomination Narrative 10 points, returned for signature	Deduct 1 point for the missing signature, return the portfolio for signature
Nomination narrative exceeds 450 word limit	Deduct 1 point and remove all content beyond the 450 word limit prior to judging
Curriculum vitae exceeds four page limit	Deduct 1 point and remove all extra pages of the CV prior to judging, beginning with the fifth page of the CV
Letters of support/recommendation exceed the nomination package limit	Deduct 1 point and remove letters from the portfolio prior to judging, beginning with the last in the folder
Method of point deduction	All deducted points will be subtracted from the nominee's total score at the completion of the committee's judging

In the event of tied scores, the semifinal nominees' portfolios will be forwarded to three independent judges for the final selection of this Award. The Award Committee Chair selects the three judges who reflect expertise in school nursing, health education, and the community health.

The decision of the Committee is final and not open to appeal. All judging tally sheets will be destroyed upon notification of the selected nominee.

The VASN School Nurse Administrator of the Year Committee Chair notifies the President of the School Nurse Administrator of the Year recipient by October 26th.

The President informs the recipient of her/his selection by telephone within two days. The Chair then notifies the recipient and all other nominees of judging results in writing.

Term and Benefits of Tenure:

This year's VASN School Nurse Administrator of the Year term runs from November of the year received through to October of the following year. The recipient's administrator or supervisor will be notified of this accomplishment by mail. The recipient will be recognized in the *Courier*, VASN's official publication, and on the VASN website. In addition, the honoree's portfolio of achievements will be displayed at the VASN Fall Conference. If all eligibility criteria are met, the recipient's application (includes a 300 word narrative) will be submitted for recognition as the Virginia Affiliate School Nurse Administrator of the Year at the annual conference of the National Association of School Nurses.

The honoree is presented with a gift from VASN during the Awards Program celebrating excellence in school nursing that is part of the VASN Annual Fall Conference each November. The Award Program meal expense for honoree is paid by VASN.

Responsibilities of Recipient:

The School Nurse Administrator of the Year will represent VASN throughout this term, may be asked to act as a spokesperson, and is asked to be available for publicity opportunities. The honoree will be expected to help in the selection of future school nursing excellence award recipients.

Portfolio Judging Worksheet for VASN School Nurse Administrator of the Year

Committee Member Name: _____

Nominee's Number: _____

The *School Nursing: Scope and Standards of Practice* (NASN and ANA, 2011) serves as a guide to determine how a nominee meets the selection criteria.

Criteria	1 Point No evidence that criterion is met	2 Points Limited evidence that criterion is met	3 Points Adequate evidenced that criterion is met	4 Points Above average evidence that criterion is met
Expertise in school nursing services administration				
Competence in the delivery of a quality student health services program				
Effective in providing a professional practice environment				
Significant contributions to advancing school nursing at the regional/state level				
Service to the community				
Integration of nursing research into practice				
Point subtotal for all criterion				
Less total points deducted for gaps in submission package	()			
Total points				