



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

VASN PRIVATE/PAROCHIAL SCHOOL NURSE OF THE YEAR

The Virginia Association of School Nurses (VASN) awards recognition to an outstanding Private or Parochial School Nurse (PPSN) for significant contributions to non-public school nursing. Nominations may come from private school administrators or members of VASN's PPSN Special Interest Group (SIG). 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.
- Be a current member of VASN, and NASN Affiliate, with *continuous, uninterrupted* membership during the preceding two years, without lapse in membership as verified by NASN.
- Hold a school nurse position in a private or parochial school setting currently and during the preceding two years.
- Not be a current NASN Director, BOD or officer.
- Show evidence of excellence in private school nursing practice and significant contributions to private school nursing at the regional/state level. 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 PPSN SIG. Judging criteria are guided by *School Nursing: Scope and Standards of Practice* (NASN and ANA, 2011).

Nomination and Submission Process:

Nomination portfolios must be submitted in original paper version and electronically in **Microsoft Word format** in 12-point font with one inch margins. Nomination Portfolios scanned into PDF will **not** be accepted. Electronic submission deadline is midnight of Friday, October 2, 2015. The original paper version of the Nomination Portfolio with signatures must be mailed in an 8 ½" x 11" envelope and postmarked by Friday, October 2, 2015 and received by October 9, 2015. Submit original paper version of the Nomination Portfolio to the VASN Private/Parochial School Nurse of the Year Committee c/o Hope Luong at hope_luong@yahoo.com (underscore between hope and luong) or 18233 Mill Spring Ct. Leesburg, Va. 20176. See the **Nominee and Nominator Check List** below to ensure that all components are included for complete Nomination Portfolio submission.

Virginia Association of School Nurses
PRIVATE/PAROCHIAL SCHOOL NURSE OF THE YEAR AWARD

Nominee and Nominator Check List

Nominee Check List	Nominator Check List
<input type="checkbox"/> All portfolio documents formatted in Microsoft Word with 12-point font and one inch margins.	<input type="checkbox"/> All portfolio documents formatted in Microsoft Word with 12-point font and one inch margins.
<input type="checkbox"/> Signature on Nomination Narrative	<input type="checkbox"/> 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 private school nursing practice and (b) signed by the nominee.
<input type="checkbox"/> VASN Nomination Form with nominee's signature	<input type="checkbox"/> VASN Nomination Form with nominator's signature
<input type="checkbox"/> Nominee's Curriculum Vitae (four pages maximum) limited to personal education, employment, research activities, service related to school nursing, and publication if applicable	<input type="checkbox"/> One page cover letter
<input type="checkbox"/> Recent digital head and shoulder photograph of nominee (300 dpi/inch in JPEG format).	<input type="checkbox"/> At least two letters (not to exceed two) of support or recommendation (from a fellow school nurse, administrator, educator, parent, or community leader) describing the nominee's specific qualifications for this award.
<input type="checkbox"/> Has reviewed VASN membership profile at NASN.org to confirm nominee is a current member of VASN, an NASN Affiliate, with <i>continuous, uninterrupted</i> membership during the preceding two years, without lapse in membership.	<input type="checkbox"/> Nomination Portfolio consists of no more than ten one-sided print pages, not counting the photo.
	<input type="checkbox"/> Electronic copy of Nomination Portfolio submission date deadline by midnight of Friday, October 2, 2015.
	<input type="checkbox"/> Original paper version of the Nomination Portfolio must be mailed in an 8 ½" x 11" envelope and postmarked by Friday, October 2, 2015.

Private/Parochial School Nurse 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 Head of School or Principal	
Work Email Address	
Nominee's Position (Title)	
Number of Years in Present Position	
Number of Years in Private School Nursing	
Number of Students Served	
Grade Levels Served in Present Position	
NASN/VASN Membership Number	
Length of NASN/VASN Membership	
Nominee is an NASN Director, BOD or Officer	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature of nominee	
Signature of nominator	

Selection Process:

All nominations undergo blind review by the VASN Private/Parochial School Nurse of the Year Committee. It consists of at least three VASN Executive Committee members, including the President-elect, PPSN Special Interest Group Chair and Membership Chair. Judging is based on evidence of excellence in private school nursing practice in six areas: (a) expertise in school nursing practice, (b) effective management of the school health program, (c) excellence in health teaching, (d) significant contributions to advancing private school nursing at the regional/state level, (e) service to the school 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 is no supporting documentation for the criterion. A maximum of 24 possible points may be attained. 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.

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 two years without lapse in membership	Nomination Portfolio is rejected and returned with an explanation
Nominee has not held a school nurse position in a private or parochial school setting currently and during the preceding two years	Nomination Portfolio is rejected and returned with an explanation
Not be a current NASN Director, 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 on 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 Committee Chair selects the three judges who reflect expertise in school nursing, health education, and 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 Private/Parochial School Nurse of the Year Committee Chair notifies the President of the Private and Parochial School Nurse of the Year recipient by October 26th.

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

Term and Benefits of Tenure:

This year's Private/Parochial School Nurse of the Year term runs from November of the year received through October of the following year. The recipient's Head of School or Principal 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 national eligibility criteria are met, the honoree's application will be submitted for judging in NASN's Outstanding Private/Parochial School Nurse Award.

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

Responsibilities of Recipient:

The Private/Parochial School Nurse 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 Private/Parochial School Nurse 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	2 Points	3 Points	4 Points
	No evidence that criterion is met	Limited evidence that criterion is met	Adequate evidence that criterion is met	Above average evidence that criterion is met
Expertise in school nursing practice				
Effective management of the school health program				
Excellence in health teaching				
Significant contributions to advancing private school nursing at the regional/state level				
Service to the school community				
Integration of nursing research into practice				
Point subtotal for all criterion				
Less total points deducted for gaps in submission package	()			
Total points				