



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

## **VASN SCHOOL NURSE OF THE YEAR**

The Virginia Association of School Nurses (VASN) awards recognition to an outstanding School Nurse of the Year who demonstrates excellence in school nursing practice and leadership in school health. Nominations may come from a school 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.
- Be a current member of VASN, and NASN Affiliate, with *continuous, uninterrupted* membership during the preceding two years without lapse in membership.
- Have two years experience as a school nurse and currently hold a full time school nurse position where at least 50% or more of the nominee's time is spent in direct care.
- Not be a current NASN officer or NASN Director.
- Show evidence of excellence in school nursing practice and leadership in school health. 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 *School Nursing: Scope and Standards of Practice* (NASN and ANA, 2011).

### **Nomination and Submission Process:**

Nomination portfolios must be submitted electronically using 12-point font and one inch margins in Microsoft Word format. 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 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 practice and leadership in school health and (b) signed by the nominee
- At least two letters of support or recommendation (from a fellow school nurse, administrator, 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 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 Principal or Supervisor	
Work Email Address	
Nominee's Position (Title)	
Number of Years in Present Position	
Time as Provider of Direct Nursing Care	<input type="checkbox"/> Less than 50% <input type="checkbox"/> 50% or more
Number of Years in 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 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 of the Year Committee. It consists of at least three VASN Executive Committee members, including the President-elect. Judging is based on evidence of excellence in 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 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 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:

<b>Problem</b>	<b>Action</b>
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 does not have two years experience as a school nurse and currently hold a full time school nurse position where at 50% or more of the nominee's time is spent in direct care	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 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 Year Committee Chair notifies the President of the School Nurse 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 of the Year term runs from November of the year received through to October of the following year. The recipient's principal 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 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 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 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 evidenced 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 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				