



# School Nurse of the Year

The purpose of the  
“School Nurse of the Year”  
award is to recognize the contributions of School Nurses by  
focusing each year on one School Nurse who has  
demonstrated excellence in  
School Nursing Practice  
And  
Leadership in School Health.

Florida is looking for the next School Nurse of the year. The standards are high, based on the National School Nurse of the Year criteria, but we know that Florida has some awesome school nurses that have been doing an outstanding job. This is what we are looking for in our next School Nurse of the Year!!

# **GUIDELINES AND CRITERIA FOR SCHOOL NURSE OF THE YEAR AWARD**

## **PURPOSE**

To publicly recognize school nurses nationwide by annually honoring one school nurse who demonstrates excellence in school nursing practice and leadership in school health.

## **SPONSOR**

1. NASN Affiliated School Nurse Organizations (FASN)

## **ELIGIBILITY**

1. Nominee must be:
  - a. A registered professional nurse.
  - b. A member of FASN current and preceding two years.
2. Nominee must have five years experience as a school nurse, and currently practice full-time as a school nurse. If the only school nurse position in a community involves fewer hours than usual, it will be considered full time for the purpose of this eligibility criteria.
  - a. More than 50% of nominee's time must be spent in direct care.
3. Nominee may not be on the FASN/NASN Board of Directors or an officer of FASN/NASN at the time of nomination.
4. Evidence of excellence in school nursing practice must be based on NASN's Standards of Professional School Nursing Practice (1998). Please refer to Criteria for Selection.

## PROCEDURE FOR SUBMISSION OF APPLICATION

1. Information must be submitted in an 8 ½” by 11” flat folder. (No ring binders).

2. Include in the nomination folder:

Curriculum vitae signed by nominee.

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. Narrative signed by nominee.

Supporting letters of recommendation:

- Maximum of six (6) letters
- Letters may be reduced only to one-half page
- Letters may be from school nurse colleagues, administrators, supervisors, teachers, parents, students, or others
- Letters should describe specific issues or topics related to nominee’s qualifications for the award. Use NASN’s Standards of Professional School Nursing Practice (1998) as a reference.
- Letters should directly reflect areas of rating that writer wishes to emphasize.
- Local and state acronyms must be spelled out when used for the first time

3. The total folder is not to exceed 20 pages (20 one-sided or 10-two sided). This does not include the cover or the application page itself.

4. Submit the original and three (3) copies of the completed nomination folder, postmarked no later than ~~December 15, 2008~~, to:

Florida Association of School Nurses  
Attn: Leslie Adams  
2642 Barefoot Creek Circle  
Navarre, FL 32566

## CRITERIA FOR SELECTION

The National Association of School Nurses has certain guidelines and criteria for selection of the National School Nurse of the Year. Applications for the Florida School Nurse of the Year should follow these same guidelines. A central item in the nomination folder is a *curriculum vitae* that must be signed by the nominee. A curriculum vitae is longer than a typical resume because it provides a broader range of information in painting a description of the candidate's background and experience.

The curriculum vitae can include:

- Professional Objective
- Summary of Qualifications
- Professional Licenses or Certifications
- Education, including Post Graduate, Graduate, and Undergraduate Degrees and Studies
- Listing of Relevant Course Work to Match Career Objective
- Educational or Professional Honors or Awards
- Scientific or Academic Research, Laboratory Experience and Related Skills
- Description of Thesis or Dissertation, Papers Written, Publications
- Academic or Professional Presentations
- Related Extracurricular Activities, Professional and Association Memberships
- Community Involvement
- Work Experience – Paid or Volunteer
- Technical and Specialized Skills
- Interests – Future Academic or Professional Goals
- Travel / Exposure to Cultural Experiences
- Foreign Language Skills
- Additional Information that May Support Objective or Qualifications

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One of the areas in which candidates for Florida/National School Nurse of the Year are judged is *Quality of Care*. In evaluating this area, nurses are judged first on demonstrated use of the Nursing Process, which includes Assessment, Diagnosis, Outcome Identification, Planning, Implementation and Evaluation. Also assessed in Quality of Care are clinical knowledge and skills and quality assurance activities.

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The second major area in which Florida/National School Nurse of the year candidates are evaluated is *Performance Appraisal and Ethics*. Successful candidates will have demonstrated unique and creative contributions to school health in the standards of self-evaluation, evidence of current practice and professional growth, client advocacy, and client confidentiality and respect.

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The third major area in which Florida/National School Nurse of the year candidates are evaluated is the *Education Standard*. The measurement criteria include such documentation as participation in and the providing of continuing education activities related to current clinical knowledge and professional issues. The candidate's educational background is also included in this judged area.

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The fourth area in which the candidates are judged is *Collegiality*. Included in the judging process is documentation of interactions with peers and school personnel as colleagues. Promoting a healthy work environment by providing peers with constructive feedback, interacting with nurses and interdisciplinary colleagues to enhance professional practice and the health care of students are a part of this standard. An important element is membership in professional organizations, to include activities both as a member and the holding of an office, project facilitator, creator, etc.

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The fifth major area in which Florida/National School Nurse of the year candidates are evaluated is *Collaboration*. Successful candidates will have demonstrated unique skills as a liaison with students, family, school staff, community agencies, and other providers.

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Florida/National School Health Nurse of the Year candidates are evaluated on *Research*. Judging covers five different areas, with points being given for planning a research project, developing and administering the project, presenting the project, evidence that the research is applied in your school nursing practice, and the publication of the research either in an article, monograph or other professional publication.

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*Resource Utilization* is the next area of evaluation. Half of the judging weight is given to how the school nurse utilizes resources in her job as a Case Manager or Coordinator. Candidates are also judged on their personal involvement in and with community agencies, including time and service as a member.

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*Communication* is the next area of evaluation. Verbal, written and non-verbal skills in sharing information with and receiving information from parents are included. Communication also includes political and /or legislative involvement as a member of a legislative committee, in a documented legislative effort, in testifying before a political or legislative body. Also include documentation of contributions to school nursing literature through articles, monographs or other school professional publications.

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The next area in which Florida/National School Nurse of the year candidates are evaluated is *Program Management*. Documentation of involvement in the development of projects within the school or community, participation in the planning and or assessment of school health services, and development and implementation of policies and procedures are included in the judging.

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The last area in which Florida/National School Nurse of the year candidates are evaluated is *Health Education*. Successful candidates will have demonstrated unique and creative contributions to school health in the development and or evaluation of curriculum, teaching health classes and counseling students on health issues. The participation in and the promotion of staff wellness and the school nurses role as a facilitator and resource person to other educators is a part of the judging process.

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**NOMINATION FORM**  
**FLORIDA ASSOCIATION OF SCHOOL NURSES**  
***SCHOOL NURSE OF THE YEAR***

Name of Candidate \_\_\_\_\_

Candidate's Home Address \_\_\_\_\_

Zip \_\_\_\_\_

Phone Number (H) \_\_\_\_\_ (W) \_\_\_\_\_

Employer's Name \_\_\_\_\_

Employer's Address \_\_\_\_\_

Zip \_\_\_\_\_

Number of years in School Nursing \_\_\_\_\_ Grade levels covered \_\_\_\_\_

Present Position \_\_\_\_\_

Number of years in present position \_\_\_\_\_

Grade levels served in present position \_\_\_\_\_

Number of students presently serving \_\_\_\_\_

	Yes	No
Registered Nurse	<input type="checkbox"/>	<input type="checkbox"/>
Provider of direct nursing care in practice	<input type="checkbox"/>	<input type="checkbox"/>
Position fulltime (By guidelines standards)	<input type="checkbox"/>	<input type="checkbox"/>
Member of Florida Association of School Nurses	<input type="checkbox"/>	<input type="checkbox"/>
Member of National Association of School Nurses	<input type="checkbox"/>	<input type="checkbox"/>
Current	<input type="checkbox"/>	<input type="checkbox"/>
Previous two years	<input type="checkbox"/>	<input type="checkbox"/>

Nomination submitted by \_\_\_\_\_

Address \_\_\_\_\_

Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date submitted \_\_\_\_\_

***Deadline for Nominations***  
 Nominations must be received by the  
 School Nurse of the Year Committee  
 by

**December 15, 2008**

***Notification of Selection***  
 Winner of the award will be notified  
 by

**January 2009**

***Nomination Procedure***  
 Submit:  
 Nomination Form signed by person  
 submitting nomination.  
 Curriculum Vitae signed by nominee.  
 Written narrative utilizing the Criteria  
 for Selection signed by the nominee.  
 Maximum of Six Letters of Support.  
 (Refer to attached guidelines)

***Mail to:***  
 Florida Association of School Nurses  
 Attn: Leslie Adams  
 2642 Barefoot Creek Circle  
 Navarre, FL 32566

WINNER WILL BE FLORIDA'S NOMINEE FOR  
 THE NATIONAL ASSOCIATION OF SCHOOL  
 NURSES "SCHOOL NURSE OF THE YEAR"  
 AWARD