

WVASN Excellence in School Nursing Leadership

- I. Purpose: The West Virginia Association of School Nurses (WVASN) awards recognition to an outstanding school nurse administrator 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 requirements. A school nurse administrator will be recognized once every four years starting with 2020 and coinciding with presidential election years.

- II. **Selection Process:**
 - a. Nomination instructions and forms will be distributed electronically to school nurse administrators and their supervisors. Application and instructions will also be available on the WVASN website.
 - b. All completed nomination packets received or postmarked on or before the deadline date of **April 30th** will be considered for the award. The nomination packet with original documents should be submitted to: Catherine.menarchek@k12.wv.us and one hard copy mailed to: Awards Selection Committee, C/O Cathy Menarchek, 37 Oak Circle, Parkersburg, WV, 26101
 - c. A selection committee comprised of: Current President of WVASN, Immediate Past President of WVASN, Immediate past recipient of WV School Nurse Administrator of the Year, members of the Grants, Awards, and Research Committee and Coordinator of School Health Services with WV Department of Education. The name of the selected school nurse administrator of the Year will be submitted to NASN for recognition in *Excellence in School Nursing*.
 - d. All completed nomination packets will be distributed to members of the Selection Committee. Incomplete packets will not be considered for Excellence in School Nursing Leadership.
 - e. The Selection Committee members, acting with complete regard for confidentiality, will individually evaluate the nomination packets based on the Judging Worksheet. Each Selection Committee member will score applications and submit scoring sheets to the Grants, Awards and Research Committee. The decision of the Committee is final and not open to appeal.
 - f. Chair of the Grants, Awards and Research Committee will tally results and notify WVASN President of the selected recipient by June 1st. WVASN President will notify the recipient by telephone and follow-up with a letter. Candidates not selected as the recipient will be notified by letter.
 - g. Presentation of the award will be made during the Fall Conference.

- h. The WVASN NASN Director will submit the recipient to NASN for recognition in *Excellence in School Nursing*.

III. **Eligibility Criteria:**

- a. Nominee:
 - i. Nominee must be a registered professional nurse and must hold West Virginia professional certification as a school nurse.
 - ii. Nominee must have five (5) years experience as a school nurse administrator and at least 50% of time spent in direct administration of school nurses/school health services.
 - iii. Nominee must be a current member of WVASN, a NASN Affiliate, and a member during the preceding five years.
 - iv. Nominee agrees that information submitted is accurate as evidenced by signature on the nomination form and nomination narrative.
 - v. Nomination cover letter and narrative should provide evidence of excellence in school nursing practice and leadership in school health. This may include:
 - Involvement in the WVASN,
 - NCSN certification,
 - Leadership in the coordinated school health model, the community-school model or other related community health initiative,
 - Collaboration with others at the local, state, and/or federal level to maximize resources for student health and wellness,
 - Utilization of evidence-based research, leadership/participation in school health research,
 - Publication in school health literature.

Judging criteria are guided by *Nursing Administration: Scope and Standards of Practice* (NASN and ANA, 2016).

- b. Nomination Packet:
 - i. One page cover letter from the nominator
 - ii. WVASN Nomination Form signed by both the nominator and nominee.
 - iii. A nomination narrative of 300 words or less that is (a) written by the nominator describing the nominee's significant contributions to advancing excellence in school nursing administration and leadership in school health and (b) signed by the nominee.
 - iv. At least two letters of support or recommendation (from a school nurse, administrator, educator, parent or community leader) describing the nominee's specific qualifications for the

award. Within *School Nursing: Scope and Standards of Practice* (NASN and ANA, 2016), evidence of excellence in school nursing practice and leadership in school health might include examples of strategies such as:

- Be detail focused, but willing to look at the bigger picture.
 - Support the vision and mission of the school system, but be a voice for needed change.
 - Learn and grow personally and professionally and be willing to share expertise and mentor.
 - With determination and purpose, positively impact the student population and school community.
 - Be fiscally prudent and manage time wisely.
 - Look for trends and determine if further investigation is warranted.
- v. Nominee's curriculum vitae limited to personal education, employment, research activities, service related to school nursing, and publication if applicable (four pages maximum)
- vi. A recent digital head and shoulder photograph of the nominee. Photograph should be high resolution and submitted in .jpg format (flash drive or cd).
- vii. Nomination packet, not counting the photo, is limited to ten one-sided pages in font not less than 12, double-spaced, 1" margins.

IV. Term and Benefits of Tenure: WVASN Excellence in School Nursing Leadership term runs from November of the year received through to October of the following four years. The recipient's supervisor and superintendent will be notified of this accomplishment by mail and invited to the award ceremony. The recipient will be recognized in the WVASN Newsletter, on the WVASN Website and through the WVDE School Health Services newsletter. Additionally, the newspaper serving the recipient's hometown will be notified through a press release. The recipient's application will be submitted to NASN for the recognition as West Virginia Affiliate Excellence in School Nursing Leadership. During the Fall Conference the honoree will be presented a plaque and cash award from WVASN. Further, the recipient will receive a paid renewal to WVASN/NASN and scholarship to the next year's Fall Conference. The recipient may invite up to five guests to attend the luncheon and awards presentation.

WVASN Excellence in School Nursing Leadership Nomination Form

Nominees Name and Credentials	
Nominees Home Address	
Home Telephone	
Home Email Address	
Employers Name and Address	
Work Telephone	
Name of Administrator or Supervisor	
Work Email Address	
Nominees Position (Title)	
Number of Years as School Nurse Administrator	
Number of Years in School Nursing	
Number of School Nurses Supervised	
% of time spent in Supervision, Administration, and Coordination of School Health Services	
Length of NASN/WVASN Membership	
Signature of Nominator	

I have reviewed the nomination packet being submitted on my behalf and I humbly acknowledge the information is accurate.

Signature of

Nominee _____ Date: _____

Portfolio Judging Guidelines for WVASN Excellence in School Nursing Leadership

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

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

Problem:	Action:
Nomination deadline not met	Nomination portfolio is returned
Nominee does not meet membership eligibility criteria of being current WVASN and NASN continuous member during the preceding five years without lapse in membership	Nomination portfolio is rejected and returned without explanation.
Nominee does not have five years of experience as a school nurse administrator and currently hold a full-time school nurse administrator position where 50% or more of the nominee's time is spent in administration	Nomination portfolio is rejected and returned without explanation.
Missing signature(s) on Nomination Form	Deduct 1 point for each missing signature return portfolio for signature
Missing signature on Nomination Narrative	Deduct 1 point for each missing signature return portfolio for signature
Nomination narrative exceeds 300 words	Deduct 1 point and remove all content beyond the 300-word limit prior to judging
Curriculum vitae exceeds four-page limit	Deduct 1 point and remove all extra pages of CV prior to judging, beginning with the last in folder
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
Digital photograph not submitted in correct format	Deduct 1 point and request proper photograph
Method of point deduction	All deducted points will be subtracted from the nominee's total score at the completion of the committee's judging

Portfolio Judging Worksheet for WVASN Excellence in School Nursing Leadership

Committee Member Name: _____

Nominee's Name: _____

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