

# Ohio Association of School Nurses

## *School Nurse of the Year Nomination Form*

(Please print or type)

**Candidate's Name** \_\_\_\_\_

Home Address \_\_\_\_\_

City, State ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

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

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

Candidate's current position \_\_\_\_\_

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

**Number of years in school nursing** \_\_\_\_\_

Provider of direct nursing care in practice (> 50%)                      YES \_\_\_\_\_      NO \_\_\_\_\_

**Grade levels served** \_\_\_\_\_

**Number of students served presently** \_\_\_\_\_

Position full time (by guidelines standard)                      YES \_\_\_\_\_      NO \_\_\_\_\_

Registered Nurse                      YES \_\_\_\_\_      NO \_\_\_\_\_

Member of OASN for at least 2 years                      YES \_\_\_\_\_      NO \_\_\_\_\_

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

**Nominator's Address** \_\_\_\_\_

Please return five copies of the completed form and attachments to:

*Mary Massey R.N.  
45 Farwood Drive  
Moreland Hills, OH 44022  
Home (440) 247-6724 • Office (216) 831-8600 ex. 2621  
mmassey@orange.k12.oh.us*

**NOMINATIONS MUST BE POSTMARKED NO LATER THAN JUNE 15TH**

## *GUIDELINES AND PROCEDURE FOR SUBMISSION OF APPLICATION*

Candidate must be currently employed as a full time Ohio School Nurse (i.e. employed by a Board of Education, a County Board of Mental Retardation, or a Board of Health) working full time in the schools. If the only school nurse position in the community involves fewer hours than usual, it will be considered “full time” for the purpose of this eligibility criteria.

Nominee must be a registered professional nurse with five years experience as a school nurse and a member of OASN current and preceding two years. More than 50% of applicant’s time must be spent in direct care.

Evidence of excellence in school nursing practice must be based on NASN’s publication, Standards of Professional School Nursing Practice (1998).

Information must be submitted in an 8.5” by 11” flat folder. (No ring binders).

### Include in the nomination folder:

*OASN School Nurse of the Year Nomination Form*

*Letter stating support and rationale for nomination **signed by nominator***

*Curriculum vitae **signed by nominee***

*Narrative describing the nominee’s contributions in each of the categories named in the **CRITERIA FOR SELECTION**. Narrative should be in outline form and exactly follow the categories and sub-areas. Narrative **signed by nominee**.*

### Supporting letters of recommendation:

- maximum of six (6) letters and 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

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

Points will be deducted from the nominee’s score at the completion of the judging if signatures are missing or printed procedures are not followed.

Submit the original and four (4) copies of the completed nomination folder, **postmarked no later than June 15<sup>th</sup>**.

The winner will be selected by a committee composed of at least three representatives from the Ohio Association of School Nurses, the Ohio Department of Health, or the Ohio Nurses Association chosen to reflect diversity in profession, practice and geography. Judges should include expertise in nursing, education, and community health. Their decision will be final, and all nominators and nominees will be notified of the results. The award will be presented at the OASN annual conference the following spring.



**RESEARCH** (Standard VII)

Participated in research project

- a. planning \_\_\_\_\_ 2
- b. development & administration \_\_\_\_\_ 2
- c. presentation \_\_\_\_\_ 2
- d. evidence of research application in practice \_\_\_\_\_ 2
- e. publication of results (article, monograph, or other professional publication) \_\_\_\_\_ 2

Possible points 10

Total points \_\_\_\_\_

**RESOURCE UTILIZATION** (Standard VIII)

Case manager/Coordinator \_\_\_\_\_ 5

Community involvement

- a. member \_\_\_\_\_ 2
- b. service \_\_\_\_\_ 3

Possible points 10

Total points \_\_\_\_\_

**COMMUNICATION** (Standard IX)

Communicator (written, verbal & non-verbal skills) \_\_\_\_\_ 2

Political/legislative involvement

- a. member of legislative committee \_\_\_\_\_ 1
- b. documented lobbying effort \_\_\_\_\_ 2
- c. testifying \_\_\_\_\_ 2

Contribution to school nursing literature (article, monograph, or other professional publication) \_\_\_\_\_ 3

Possible points 10

Total points \_\_\_\_\_

**PROGRAM MANAGEMENT** (Standard X)

Creator/initiator of projects (school/community) \_\_\_\_\_ 3

Participation in planning/assessment of school health services \_\_\_\_\_ 3

Develops and implements policies & procedures \_\_\_\_\_ 4

Possible points 10

Total points \_\_\_\_\_

**HEALTH EDUCATION** (Standard XI)

Curriculum development/evaluation \_\_\_\_\_ 2

Teaching \_\_\_\_\_ 2

Counseling \_\_\_\_\_ 2

Resource/Facilitator \_\_\_\_\_ 2

Staff wellness \_\_\_\_\_ 2

Possible points 10

Total points \_\_\_\_\_

GRAND TOTAL POINTS \_\_\_\_\_

\_\_\_\_\_  
Judge's Signature

\_\_\_\_\_  
Date