MICHIGAN ASSOCIATION OF SCHOOL NURSES
SCHOOL NURSE ADMINISTRATOR OF THE YEAR NOMINATION FORM

PURPOSE

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

ELIGIBILITY

1. Nominee must be:
   a. A registered professional nurse
   b. A member of MASN currently and for the preceding two years. The preceding two years must be continuous without a lapse in membership.

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.

3. Nominee may not be on the National Association of School Nurses (NASN) Board of Directors or an officer of NASN at the time of nomination.

4. Evidence of excellence in school nursing should be based on Scope and Standards of Professional School Nursing Practice (National Association of School Nurses and American Nurses Association, 2011, see pages 4-5 of nomination form.)

If you have any questions regarding this application, please contact MASN at michiganschoolnurses@gmail.com
MASN SCHOOL NURSE ADMINISTRATOR OF THE YEAR
NOMINATION FORM

INSTRUCTIONS: Complete and sign this form (3 pages,) attach supporting documents and and email to Rhonda Tata, RN at rtata@geneseeisd.org. Please put SNOY 2019/2020 in the subject line.

Nomination Form must be received no later than December 31, 2019.
Please provide the following information for the Nominee:

Name and credentials ____________________________________________
Home Address _________________________________________________
Phone Number _________________________________________________

Employer’s Name _____________________________________________
Employer’s Address __________________________________________
School(s) Assignment __________________________________________

Number of years in present position _____________________________
Number of years in school nursing _______________________________
Grade levels served in present position __________________________
Number of students served _____________________________________
Position full-time (by procedures standard) Yes ____  No ____
Provider of direct nursing care in practice Yes ____  No ____
Registered Nurse Yes ____  No ____
Member of MASN, current & prev. two years Yes ____  No ____

_____________________________________________________________
Nominator's Signature and Title Date

Nominator’s email address: ________________________________

_____________________________________________________________
Nominee’s Signature Date

_____________________________________________________________
School Superintendent’s Signature Date

The decision of the Committee is final and not open to appeal.
MASN SCHOOL NURSE OF THE YEAR
NOMINATION FORM

PROCEDURE FOR SUBMISSION OF NOMINATION

1. Information must be emailed to MASN Awards Committee at rtata@geneseeisd.org. Please put SNOY 2019/2020 in the subject line. Nomination Form must be received no later than December 31, 2019.

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

3. Supporting documents to include in the nomination email:
   a. A cover letter from the nominating school district stating support and rationale for nomination, signed by school superintendent.
   b. Curriculum vitae signed by nominee.
   c. Narrative describing the nominee’s contributions in the categories named in the CRITERIA FOR SELECTION on this nomination form (pages 4 & 5.) Narrative should follow the categories exactly as outlined. Narrative may be completed by the nominee or a nurse colleague of the nominee and must be signed by the nominee.
   d. One photo, which may be used to recognize (honor) MASN School Nurse of the Year nominees.
   e. Support letters of recommendation:
      i. maximum of six (6) letters, each limited to one page, no reductions permitted.
      ii. letters may be from school nurse colleagues, administrators, supervisors, teachers, parents, students, or others.
      iii. Letters should describe specific issues or topics related to nominee's qualifications for the award. Use Scope and Standards of Professional School Nursing Practice (2011, National Association of School Nurses and American Nurses Association) as a reference (see "criteria for selection").
      iv. Letters should directly reflect areas of rating that writer wishes to emphasize.
CRITERIA FOR SELECTION

Evidence of excellence in school nursing practice must be based on Scope and Standards of Professional School Nursing Practice (National Association of School Nurses and American Nurses Association, 2011.) Person Nominating: Please provide a narrative that addresses the School Nurse’s accomplishments in areas selected below:

(a) **Standard 1: assessment** - the school nurse collects comprehensive data pertinent to the student’s health or the situation.
(b) **Standard 2: diagnosis** - the school nurse analyzes the assessment data to determine the diagnoses or issues.
(c) **Standard 3: outcomes identification** - the school nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.
(d) **Standard 4: planning** - the school nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.
(e) **Standard 5: implementation** - the school nurse implements the identified plan.
(f) **Standard 5a: coordination of care** - the school nurse coordinates care delivery.
(g) **Standard 5b: health teaching and health promotion** - the school nurse uses strategies to promote a healthy and safe environment, especially regarding health education.
(h) **Standard 5c: consultation** - the school nurse provides consultation to influence the identified plan, enhance the abilities of others and effect change.
(i) **Standard 5d: prescriptive authority and treatment** - the advanced practice registered nurse uses prescriptive authority, procedures, referrals, treatments, and therapies in accordance with state and federal laws and regulations.
(j) **Standard 6: evaluation** - the school nurse evaluates progress toward attainment of outcomes.
(k) **Standard 7: ethics** - the school nurse practices ethically.
(l) **Standard 8: education** - the school nurse attains the knowledge and competency that reflect current nursing practice.
(m) **Standard 9: evidenced-based practice and research** - the school nurse integrates evidence and research findings into practice.
(n) **Standard 10: quality of practice** - the school nurse contributes to the quality of nursing practice.
(o) **Standard 11: communication** - the school nurse communicates effectively in a variety of formats in all areas of nursing practice.
(p) **Standard 12: leadership** - the school nurse demonstrates leadership in the professional practice setting and the profession.
(q) **Standard 13: collaboration** - the school nurse collaborates with the healthcare consumer, family and others in the conduct of school nursing
practice.

(r) **Standard 14: professional practice evaluation** - the school nurse evaluates one’s own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules and regulations.

(s) **Standard 15: resource utilization** - the school nurse utilizes appropriate resources to plan and provide nursing services that are safe, effective, and financially responsible.

(t) **Standard 16: environmental health** - the school nurse practices in an environmentally safe and healthy manner.

(u) **Standard 17: program management** - the school nurse manages school health services.