

## **SCHOOL NURSE OF THE YEAR (SNOY) NOMINATION INFORMATION**

### **Eligibility:**

This award recognizes an outstanding school nurse for his/her contributions to the school community. To be eligible for this award, your school nurse must meet the following criteria:

1. Is a registered professional nurse: certified by Maine DOE **AND** currently practicing as a school nurse
2. Has been practicing as a school nurse for a minimum of 5 years
3. Is a member of the Maine Association of School Nurses (MASN) this year and the year prior
4. Shows evidence of excellence in school nursing

### **Nomination Process:**

Nomination form deadline is **April 25** (postmarked by this date).

Nomination forms can be accessed online at

<https://maineschoolnurse.nursingnetwork.com/page/14531-school-nurse-of-the-year>

You must include letters of recommendation (3-5) with at least one from administration. Other sources of letters may be from supervisors, colleagues, parents, students or community leaders.

Letters should describe specific issues or topics related to the nomination criteria.

Please send the original packet **PLUS** 3 copies to the SNOY Coordinator (noted at the top of the nomination form).

### **Selection Process (criteria & scoring):**

Each nomination is reviewed by the selection committee, which is composed of a minimum of 3 MASN board members. Each of the categories listed below is scored on a 0-5 point system. Zero indicating no supporting documentation and 5 indicating greater than average supporting documentation. The SNOY content areas are described in depth on the Nomination Form, and include the following areas:

- Provider of care—expertise in school nursing practice
- Program Management—effective management of school health program
- Health education—excellence in health teaching
- Professional development—leadership &/or participation in profession
- Community involvement—service to school community
- Research—role in or utilization of nursing research

The selection committee encourages the nominator to inform the candidate of his/her nomination. This will help to clearly identify how the candidate meets the selection criteria. The candidate is required to highlight any specific accomplishments by submitting a “curriculum vitae” in the nomination packet. This is a summary of his/her

educational and academic background. Its' purpose is to outline his/her credentials for the nomination. It would include (but is not limited to) education, awards/honors, grants, research experience, teaching experience, publications and presentations, related professional experiences, professional memberships, association memberships and references.

**Term of Tenure:**

The School Nurse of the Year term begins from either the Summer Institute and/or the MASN Fall Conference and continues to the end of that school year.

**Responsibilities of the SNOY:**

The School Nurse of the Year will represent the Maine Association of School Nurses throughout his/her tenure. He/she may also be asked to act as a spokesperson and be available for press opportunities. He/she will be expected to assist in the selection process of his/her successor.

**Checklist for Nominations:**

\_\_\_ Nomination form

\_\_\_ Letters of Recommendation (3-5; which detail the required content areas)

\_\_\_ Nominee Curriculum Vitae

\_\_\_ Original packet plus 3 copies to SNOY Coordinator by **April 25**