

Illinois Association of School Nurses School Nurse Administrator of the Year Award Application

This is an exemplary award given annually to an IASN member who meets the following criteria.

Eligibility

Applicant must:

1. Be an active member of IASN as defined by the IASN Bylaws:
 - A Registered Professional Nurse who is currently licensed to practice in Illinois and
 - Holds a professional educator license endorsed in school support services for school nurse (i.e., educator licensed school nurse) or valid Illinois teaching certificate or was employed as a school nurse on or before July 1, 1972 and
 - Is employed as a school nurse by an Illinois public or private school, education service region, or a public health agency, or as a coordinator or faculty member of a school nurse certification/licensure endorsement program.
2. Have completed 3 years of full-time practice in Illinois as a school nurse administrator.
3. Be currently practicing full-time as a school nurse.
4. Not be serving on the IASN executive committee or as an NASN officer at the time of the application.
5. Provide at least 50% direct supervision or administrative duties, if direct nursing care to students is included in current role.

Rules

Applications are due June 1 to the NASN Director.

Applicant's submission entry must include:

- Applicant Information Form
- Applicant's current curriculum vitae including education, employment, research activities, awards, professional organization membership and committee work, publications
- Nominator's Form with 1 page narrative written by nominator, describing the applicant's significant contributions to advancing excellence in school nursing administrative practice and school health leadership.
- Bulleted list, completed by the applicant, describing specific evidence of excellence, as found in the Framework for 21st Century School Nursing Practice (NASN, 2016) and The American Nurses Association, *Nursing Administration: Scope and Standards of Practice, 2nd Ed.* (2016). Maximum length 3 pages,
- Letters of support or recommendation from school nurse colleagues, administrators, educators, parents, or community leaders (minimum of 1 letter, maximum of 3, maximum length: 1 page per letter)
- Recent digital head/shoulder length picture of applicant. If selected, picture will be used for recognition by IASN and NASN.

In the bulleted information, please attempt, to the best of your ability, to remove all identifying information - names and locations - to preserve confidentiality and enhance the objectivity of the review/judging process.

Information submitted will be evaluated using the following Likert Scale on presence of the item, quality, or characteristic:

- 0 - Not present in complete application
- 1 - rarely present
- 2 - sometimes present
- 3 - adequate presence
- 4- strong presence
- 5 - exemplary presence reflecting administrative leader/expert/mentor in area

The 21st Century Framework for School Nursing (NASN, 2016): *NASN's framework provides structure and focus for the key principles and components of current day, evidence-based school nursing practice. Central to the framework is student-centered nursing care that occurs within the context of the students' family and school community. School nurses daily use the skills outlined in the practice components of each principle to help students be healthy, safe, and ready to learn.* <http://www.nasn.org/nasn/nasn-resources/professional-topics/framework>

Standards of Practice for Nursing Administrators: Assessment, Problems/Diagnosis, Outcomes Identification, Planning, Implementation, Evaluation
Standards of Professional Performance for Nursing Administrators: Quality of Care and Administrative Practice, Performance Appraisal, Professional Knowledge, Professional Environment, Ethics, Collaboration, Research, Resource Utilization
(Adapted from The American Nurses Association, *Nursing Administration: Scope and Standards of Practice, 2nd Ed.* (2016).)

Names of the nominators and applicants will be kept confidential.

The decision of the Selection Committee is final and not open to appeal.

The Selection Committee consists of the Director to NASN (committee chair), the current School Nurse of the Year and School Nurse Administrator of the Year award recipients, and 2 additional people chosen by the Director to NASN. The committee chair will not participate in scoring since the chair will know the identities of the applicants.

The Director to NASN will give a copy of each application to each committee member, removing any identifying information from the applications in an attempt to preserve anonymity and objective judging while using the rubric attached.

In the event of a tie, the committee chair will designate 1 additional member of IASN to complete the rubric.

**Please submit the complete application to the Director to NASN: Cameron Traut
920 Vose Dr. #206
Gurnee, IL 60031
cell 847-507-5699
camtraut@gmail.com**

Applicant Information

Date Application Submitted: _____

Name (with credentials): _____

Home address: _____

Phone Number: home: _____

cell: _____

work: _____

Employer's Name: _____

Address: _____

Supervisor's Name: _____

Present position title: _____

Number of years in current position: _____

Grade levels served in current position: _____

Number of students served: _____

Number of staff supervised: _____

% of professional responsibilities providing school health/school nursing administrative services: _____

Brief description of administrative responsibilities:

Nominator Form

For an IASN member nominating a school nurse for either the School Nurse of the Year or the School Nurse Administrator of the Year Award, please review the rules and the applicant/nominee eligibility criteria.

A nomination:

- may be from anyone familiar with the applicant/nominee's professional practice.
- must be submitted by the applicant/nominee as part of the complete award application,
- is a required part of the complete award application.

Applicant Eligibility

Applicant must:

-be an active member of IASN as defined by the IASN Bylaws:

- A Registered Professional Nurse who is currently licensed to practice in Illinois and
- Holds a professional educator license endorsed in school support services for school nurse (i.e., educator licensed school nurse) or valid Illinois teaching certificate or was employed as a school nurse on or before July 1, 1972 and
- Is employed as a school nurse by an Illinois public or private school, education service region, or a public health agency, or as a coordinator or faculty member of a school nurse certification/licensure endorsement program.

-have completed 3 years of full-time practice in Illinois as a school nurse administrator.

-be currently practicing full-time as a school nurse.

-not be serving on the IASN executive committee or as an NASN officer at the time of the application.

-provide at least 50% direct supervision or administrative duties, if direct nursing care to students is included in current role.

Nominator Name & Credentials: _____

Email address: _____ **Phone:** _____

Applicant/Nominee's Name: _____

Instructions for the Nominator:

- Include 1 page (maximum), describing the applicant's significant contributions to advancing excellence in school nursing administrative practice and school health leadership.
- Return this form and the 1 page description to the applicant to submit with complete application.

Reminder: The complete application deadline for submission is June 1.

Adapted from The American Nurses Association, *Nursing Administration: Scope and Standards of Practice, 2nd Ed.* (2016):

Standards of Nursing Administrator Practice

Assessment: develops, maintains, and evaluates patient and staff data collection systems and processes to support the practice of nursing and delivery of patient/client care.

Problems/Diagnosis: develops, maintains, and evaluates an environment that empowers and supports the professional nurse in analysis of assessment data and in decisions to determine relevant problems and diagnosis.

Outcomes Identification: develops, maintains, and evaluates information systems and processes that promote desired, patient/client-defined, professional, and organizational outcomes.

Planning: develops, maintains, and evaluates organizational systems to facilitate planning for delivery of care.

Implementation: develops, maintains, and evaluates organizational systems that support implementation of plans and delivery of care throughout the student health service system.

Evaluation: evaluates the plan and its progress in relation to the attainment of outcomes.

Standards of Professional Performance for Nursing Administrators

Quality of Care and Administrative Practice: systematically evaluates the quality and effectiveness of nursing practice and nursing services administration:

- leads development, implementation, and improvement of care delivery models and services that meet or exceed customer expectations
- identifies key indicators including measures of quality and safety and implements improvement measures for these key indicators
- leads in creating and evaluating systems, processes, and programs that support organizational and nursing core values and objectives
- evaluates the care environment to ensure that it is safe and healthful for patients/clients and staff.

Performance Appraisal: evaluates personal performance based on professional standards, relevant statutes, rules and regulations, and organizational criteria:

- Identifies industry trends and competencies in nursing administration
- Engages in self assessment of role accountabilities on a regular basis identifying areas of strength as well as areas for professional and practice development and takes action to achieve plans for performance improvement
- Evaluates accomplishment of the strategic plan and the vision for professional nursing
- Seeks constructive feedback regarding one's own practice and takes action to achieve plans for performance improvement

Professional Knowledge: maintains and demonstrates current knowledge in the administration of healthcare organizations to advance nursing and the provision of quality healthcare services.

- Seeks experience to advance one's skills and knowledge base in areas of responsibilities: art and science of nursing, changes in healthcare systems, application of emerging technologies, and administrative practices
- Demonstrates a commitment to lifelong learning and ongoing professional development through such activities as: education, certification, and participation in professional organizations
- Networks with state, regional, national, and global peers to share ideas and conduct mutual problem solving

Professional Environment: accountable for providing a professional environment.

- Creates a professional practice environment that fosters excellence in nursing services and empowered decision making, accountability, and autonomy

- Establishes and promotes a framework for professional nursing practice built on core ideology which includes vision, mission, philosophy, core values, evidenced-based practice, and standards of practice
- Develops strategies to recruit and retain, mentor, assure quality education and training, and ensure meaningful work to maximize job satisfaction and professional development of nursing staff
- Assures the work environment is one of mutual respect and a climate of effective communication

Ethics: decisions and actions are based on ethical principles.

- Maintains privacy, confidentiality, and security of student, staff, and organizational data.
- Adheres to the code of ethics for nurses and complies with regulatory and professional standards, as well as integrity in business practice
- Fosters a non-discriminatory climate in which care is delivered in a manner sensitive to socio-cultural diversity
- Advocates on behalf of recipients of services and personnel

Collaboration: collaborates with nursing staff at all levels, interdisciplinary teams, executive leaders, and other stakeholders:

- Facilitates and models collaboration within nursing services, the organization and the community
- Collaborates with nursing staff and other disciplines at all levels in the development, implementation, and evaluation of programs and services
- Collaborates with administrative peers in determining the acquisition, allocation, and utilization of fiscal and human resources
- Develops and fosters relationships that support the continuous enhancement of care delivery, and student, family, and employee satisfaction

Research: supports research and its integration into nursing and the delivery of healthcare services.

- Supports research that promotes evidence-based, clinically effective and efficient, nurse-sensitive patient/client outcomes and other healthcare outcomes
- Facilitates the dissemination of research findings and the integration of evidence-based guidelines and practices into healthcare
- Supports and contributes to procedures for review or participation in proposed research studies
- Creates the environment and advocates for resources supportive of nursing research and scholarly inquiry

Resource Utilization: evaluates and administers the resources of nursing services.

- Assures nursing workload is measured and resources are allocated based upon student needs
- Guides the delegation of responsibilities appropriate to the credentialing, education, and experience of staff
- Leads in promoting the appropriate use of innovative applications and new technologies throughout the continuum of care
- Provides fiscal oversight of allocated resources to optimize the provision of quality, cost-effective care