



Texas School Nurse Organization – Region X School Nurse Administrator of the Year Guidelines and Criteria

Purpose: To publicly recognize the contribution of Texas school nurse administrators by honoring one school nurse administrator who demonstrates excellence in school nursing practice and leadership in school health.

Eligibility:

1. Nominee must be:
 - a. Registered professional nurse
 - b. Bachelor degree or higher
 - c. Member of NASN for the current and preceding five years. The preceding 5 years must be continuous (without lapse in membership).
2. Nominee should have completed five years of experience in school health, and currently practice full-time and have as their main responsibility the supervision, administration, and coordination of nursing service and health programs.
3. Evidence of excellence in school nursing administration should be based on ANA *Scope and Standards for Nurse Administrators (2009)*.
 - i. Standards of Nurse Administrator Practice 1-6 Assessment, Identifies Issues, Problems and Trends, Outcomes Identification, Planning, Implementation, Evaluation
 - ii. Standards of Professional Performance 7-16 Quality of Practice, Education, Professional Practice Evaluation, Collegiality, Collaboration, Ethics, Research, Resource Utilization, Leadership, and Advocacy

Application to Include:

Nomination portfolios must be submitted electronically. All letters of support, nomination narrative, and bulleted list should use 12-point font and one-inch margins in Microsoft Word format. The nomination portfolio should contain all of the following in the order listed:

- TSNO Nomination Form signed by the nominator, the nominee.
- A one-page narrative written by the nominator and signed by the nominee describing the nominee's significant contributions to advancing excellence in school nursing practice and leadership in school health.
- A bulleted list completed by the nominee describing specific evidence of excellence as found in the Standards of Professional School Nursing Practice (National Association of School Nurses and American Nurses Association, 2011). Not to exceed three pages.
- Nominee's signed curriculum vitae limited to personal education, employment, research activities, service related to school nursing, and publication. Not to exceed two pages.
- A minimum of two letters with a maximum of four letters of support or recommendation describing the nominee's specific qualifications for this award. Letters must be from a school nurse, administrator, supervisor, educator, parent, or community leader.
- Recent digital head and shoulder photograph of nominee (300 dpi/inch in JPEG format). If nominee selected, photograph will be used in the TSNO Newsletter and submitted to NASN for Affiliate SNAY Award.

Selection:

The TSNO Region X Nominations Committee will review the applications of candidates and select a recipient of the award. The selection will be approved by a minimum of three members of the Executive Board. The decision of the Executive Board is final and not open to appeal. If selected as Region X SNAY, nominee will be required to submit application for TSNO State SNAY with additional requirements to be met.

Application must be sent no later than March 1, 2019

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