

SNOM SCHOOL NURSE ADMINISTRATOR OF THE YEAR AWARD CRITERIA

A. ELIGIBILITY

1. Member of SNOM for the current and preceding two years without a lapse in membership. Nominee must have five years experience in school nursing, and currently practice as a school nurse.
2. The nominee must currently practice as a school nurse administrator and have as their main responsibility the supervision, administration and coordination of nursing service and health programs.
3. Nominee may not be an officer of SNOM at the time of nomination.
4. Evidence of excellence in school nursing must be based on the *School Nursing Scope and Standards of Practice* published by the National Association of School Nurses and American Nurses Association (2005).

B. CRITERIA FOR SELECTION

1. 60% time minimum in direct administration of school nurses services.
2. Demonstrates competence as defined by the *School Nursing Scope and Standards of Practice* published by the National Association of School Nurses and American Nurses Association (2005).

C. SELECTION PROCEDURE

1. If Nominee does not meet eligibility or submission criteria, the following actions will be taken:

Problem	Action
Nominee is not a registered nurse	rejected folder
Nominee does not meet membership eligibility requirements	rejected folder
Nominee does not have five years experience as a school nurse	rejected folder
Nominee less then 60% in direct administration of school nursing services	rejected folder
Nominee is a current SNOM Officer	rejected folder

**SCHOOL NURSE ORGANIZATION OF MINNESOTA
SCHOOL NURSE ADMINISTRATOR OF THE YEAR AWARD CRITERIA**

Complete the Application for School Nurse Administrator of the Year using the following criteria based on the *School Nursing Scope and Standards of Practice* published by the National Association of School Nurses and American Nurses Association (2005). The selection committee will base its choice using only this information. Please cover every point in detail. List all pertinent activities under a subcategory. The difference between 2 or 3 points will depend on what is actually written about an activity.

List specific activities for each category/subcategory. Please be careful to identify the area(s) being addressed.

AREAS TO BE ADDRESSED IN JUDGING See attached criteria.

Standards Of School Nursing Practice 1-6

Assessment, Problems/Diagnosis, Identification of Outcomes, Planning, Implementation, Evaluation

Standards of Performance 7-14

7. Quality of Care and Administrative Practice
8. Performance Appraisal
9. Professional Knowledge
10. Professional Environment
11. Ethics
12. Collaboration
13. Research
14. Resource Utilization

Letters of Recommendation: Up to five letters of recommendation will be accepted. Letters should focus on one Standard of School Nursing Practice. One page limit each.

Standards of Practice 1-6

1. Assessment: The school nurse administrator develops, maintains and evaluates patient and staff data collection systems and processes to support the practice of nursing and delivery of patient/client care. _____ 4
2. Problems/Diagnosis: The school nurse administrator 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. _____ 4
3. Identification of Outcomes: The school nurse administrator develops, maintains and evaluates information systems and processes that promote desired, patient/client-defined, professional, and organizational outcomes. _____ 3
4. Planning: The school nurse administrator develops, maintains and evaluates organizational systems to facilitate planning for delivery of care. _____ 3
5. Implementation: The school nurse administrator develops, maintains and evaluates organizational systems that support implementation of plans and delivery of care throughout the student health service system. _____ 3
6. Evaluation: The school nurse administrator evaluates the plan and its progress in relation to the attainment of outcomes. _____ 3

Possible Points 20

Total Points _____

Standards of Professional Performance 7-14

7. Quality of Care and Administrative Practice: The school nurse administrator systematically evaluates the quality and effectiveness of nursing practice and nursing services administration.
 - a. Leads the development, implementation and improvement of care delivery models and services that meet or exceed customer expectations. _____ 3
 - b. Identifies key indicators including measures of quality and safety and implements improvement measures for these key indicators. _____ 3
 - c. Leads in creating and evaluating systems, processes and programs that support organizational and nursing core values and objectives. _____ 2
 - d. Evaluates the care environment to ensure that it is safe and healthful for patients/clients and staff. _____ 2

Possible Points 10

Total Points _____

8. Performance Appraisal: The school nurse administrator evaluates personal performance based on professional standards, relevant statutes, rules and regulations and organizational criteria.

- a. Identifies industry trends and competencies in nursing administration _____3
- b. 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. _____3
- c. Evaluates accomplishment of the strategic plan and the vision for professional nursing. _____2
- d. Seeks constructive feedback regarding one’s own practice and takes action to achieve plans for performance improvement. _____2

Possible Points 10

Total Points _____

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

- a. Seeks experience to advance one’s skills and knowledge base in areas of responsibilities
 - i. Art and science of nursing _____1
 - ii. Changes in healthcare systems _____1
 - iii. Application of emerging technologies _____1
 - iv. Administrative practices _____1
- b. Demonstrates a commitment to lifelong learning and ongoing professional, development through such activities as
 - i. Education _____1
 - ii. Certification _____1
 - iii. Participation in professional organizations _____1
- c. Networks with state, regional, national and global peers to share ideas and conduct mutual problem solving. _____3

Possible Points 10

Total Points _____

10. Professional Environment: The school nurse administrator is accountable for providing a professional environment.

- a. Creates a professional practice environment that fosters excellence in nursing services and empowered decision-making accountability and autonomy. _____3
- b. 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. _____3
- c. 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. _____2
- d. Assures the work environment is one of mutual respect and a climate of effective communication. _____2

Possible Points

10 Total Points_____

11. Ethics: The school nurse administrator's decisions and actions are based on ethical principles.

- a. Maintains privacy, confidentiality and security of student, staff and organizational data. _____2
- b. Adheres to the code of ethics for nurses and complies with regulatory and professional standards, as well as integrity in business practice. _____3
- c. Fosters a nondiscriminatory climate in which care is delivered in a manner sensitive to socio-cultural diversity. _____3
- d. Advocates on behalf of recipients of services and personnel. _____2

Possible Points 10

Total Points_____

12. Collaboration: The school nurse administrator collaborates with nursing staff at all levels, interdisciplinary teams, executive leaders, and other stakeholders.

- a. Facilitates and models collaboration within nursing services, the organization and the community. _____3
- b. Collaborates with nursing staff and other disciplines at all levels in the development, implementation and evaluation of programs and services. _____3
- c. Collaborates with administrative peers in determining the acquisition allocation, and utilization of fiscal and human resources. _____2
- d. Develops and fosters relationships that support the continuous enhancement of care delivery and student, family and employee satisfaction. _____2

Possible Points 10

Total Points_____

13. Research: The school nurse administrator supports research and its integration into nursing and the delivery of healthcare services.
- a. Supports research that promotes evidence-based, clinically effective and efficient, nurse-sensitive patient/client outcomes and other healthcare outcomes. _____3
 - b. Facilitates the dissemination of research findings and the integration of evidence-based guidelines and practices into healthcare. _____3
 - c. Supports and contributes to procedures for review of or participation in proposed research studies. _____2
 - d. Creates the environment and advocates for resources supportive of nursing research and scholarly inquiry. _____2

Possible Points 10

Total Points _____

14. Resource Utilization: The school nurse administrator evaluates and administers the resources of nursing services.

- a. Assures nursing workload is measured and resources are allocated based upon student needs. _____3
- b. Guides the delegation of responsibilities appropriate to the credentialing, education and experience of staff. _____2
- c. Leads in promoting the appropriate use of innovative applications and new technologies throughout the continuum of care. _____3
- d. Provides fiscal oversight of allocated resources to optimize the provision of quality, cost-effective care. _____2

Possible Points 10

Total Points _____