

Nomination Instructions- School Nurse Administrator of the Year

The nomination letter should be crafted in such a way as to depict the nominee’s professional school nursing activities with emphasis on the role of supervisor/administrator as they relate to the *Framework for 21st Century School Nursing Practice* (National Association of School Nurses, 2016); *the School Nursing Scope and Standards of Practice* (ANA & NASN, 2017) and *the Nursing Administration Scope & Standards of Practice* (ANA, 2016).

The Framework for 21st Century School Nursing Practice: *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 School Nursing/ Nursing Administrators: *describe a competent level of nursing care as demonstrated by the critical thinking model known as the nursing process. These standards encompass all significant actions taken by school nurses and form the foundation of the school nurse’s decision-making. This includes Assessment, Problem & Outcome Identification, Planning, Implementation and Evaluation.*

Standards of Professional Performance for School Nursing: *describe a competent level of behavior in the professional role. All school nurses are expected to actively engage in professional role activities appropriate to their education, experience, and position. School nurses are accountable for their professional actions to themselves, their students, families, and school communities; the profession; and ultimately, to society.*

Standards of Professional Performance for Nursing Administrators: *describe a competent level of behavior in the professional role which encompasses expertise as school nurse and nurse administrator. In addition to school nurse standards, the expert nurse administrator adheres to performance standards that include Ethics, Culturally Congruent Practice, Communication, Collaboration, Leadership, Education, Evidence-Based Practice and Research, Quality of Practice, Professional Practice Evaluation, Professional Knowledge, Resource Utilization, Environmental Health.*

NOMINATION LETTERS:

When writing a letter of support, you are strongly encouraged to address each of the five principles of the Framework for 21st Century School Nursing Practice (outlined below). When describing the nominee, be sure to elaborate *on at least two* descriptors in each category emphasizing the school nurse’s role as administrator. While the number of descriptors varies across categories, each category will bear equal weight in determining the School Nurse Administrator of the Year. Letters are limited to a total of 5 pages.

Standards of Practice	Care Coordination	Leadership	Quality Improvement	Community/Public Health
Clinical Competence	Motivational Interviewing /Counseling	Policy Development & Implementation	Continuous Quality Improvement	Social Determinants of Health
Code of Ethics	Collaborative Communication	Education Reform	Evaluation	Disease Prevention
Critical Thinking	Direct Care	Change Agents	Health/Academic Outcomes	Environmental Health
Evidence-based Practice	Education	Healthcare Reform	Performance Appraisal	Health Education
NASN Position Statements	Interdisciplinary Teamwork	Lifelong Learner	Research	Health Equity
Scope & Standards of Practice	Chronic Disease Management	Funding & Reimbursement	Documentation	Screening/Referral & Follow-up
Nurse Practice Act	Case Management	Models of Practice	Uniform Data Sets	Healthy People 2020
Clinical Guidelines	Nursing Delegation	Technology	Data Collection	Health Promotion
	Student empowerment	Advocacy		Outreach
	Student-Centered Care	Professionalism		Population-based Care
	Transition Planning	Systems-level Leadership		Cultural Competency
				Access to Healthcare

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Examples of activities of a professional school nurse including administrator activities [Adapted from Barrington School District Nursing Evaluation Tool (E. Detloff, 2017)]

Standards of practice

- Integrates evidence and research findings into practice. Follows emergency guidelines for school. NASN position statements. Maintains licensure and certifications. Independently manages health office.
- Adheres to and is knowledgeable of IL Nurse Practice Act, IL Administrative Code, Board of Education Policies and Procedures, Scope and Standards of practice for School Nurses. State, local, and district policies and procedures related to health.
- Utilizes the Nursing Process in the management of student and staff health issues: assessment, plan intervention and evaluation.
- Participates in child find activities, makes referrals, triage, illness and injury prevention.
- Documentation reflects assessment, nursing diagnosis, outcomes identification, planning, implementation and evaluation.

Administrator:

- 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

Care Coordination

- Manages or supports Section 504 plans
- Identifies needs and creates and implements IHP's, ECP's
- Participates in educational case study evaluations
- Vision and hearing screening coordination
- Collaborates with the team
- Collect data, evaluate effectiveness of care plans
- Functions as liaison between medical providers, parents, and school team members to ensure proper understanding and implementation of health needs. Provided information in terms lay persons understand/staff training; communication is collaborative and respectful.
- Communicate with family, educate families regarding student's health conditions, educate families regarding preventative care
- Ensure that teachers have and understand care plans, emergency plans
- Use Bulletin Board as a means of communication
- Health office is neat, organized, and supplies are present and up to date.
- Identify student-based growth goal annually through IHP/504 or IEP.
- Complete medical reviews for case study evaluations and makes appropriate individualized recommendations for accommodations and services. Plans reflect goals for ongoing independence with chronic health conditions. Annual health summaries are completed, comprehensive
- Develops appropriate IHP or ECP for lay personnel. Provides training for staff to implement health plans.
- Ensures staff understands after trainings, repeat education if necessary

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Administrator

- 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

Leadership

- Knowledgeable of code of ethics;
- Identify personal growth goal annually
- Maintaining confidentiality
- Adhere to standards of practice.
- Member or chairperson for school committee, district level committee, state level committee.
- Advocates through Contacts with staff, administrator, agency or legislator Data collection for current issues.
- Attains knowledge and competency that reflects current nursing practice.
- Member of/participates in professional organization;
- Attending workshops within and outside of the district.
- Sharing learned information with colleagues.
- Navigates electronic student database (documentation, extraction of data); school devices; storage drives such as Google drive: email, google docs, google hangout, shared nurses drive; medical technology and applications pertaining to student health.
- Develop and implement pilot programs specific to nursing utilizing technology
- Policy development and implementation
- Recognized as the health professional in the building
- Presents staff in-service
- Participates in site-based emergency drills and contributes to evaluation
- Administers standing orders for students appropriately
- Evaluates accomplishment of the strategic plan and the vision for professional nursing
- Seeks constructive feedback regarding one's own practice and acts to achieve plans for performance improvement

Administrator:

- 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
- 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

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- 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
- 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

Quality Improvement

- Participates in data collection that is organized and input is accurate
- Reports communicable diseases to local health department
- Provides accurate data for state mandates in a timely manner
- Compile and share reports
- Identify areas in need and develop and intervention; provide intervention and evaluate impact
- Utilize electronic databases to identify evidence-based research and practice

Administrator:

- Maintains privacy, confidentiality, and security of student, staff, and organizational data.
- 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 acts to achieve plans for performance improvement
- 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

Community/Public Health

- Child find activities
- Medical review/health history
- Make connections for health and learning and health plans to support learning
- Maintain a Bulletin Board
- Maintains: vaccine compliance
- Maintains standard precautions
- Injury prevention activities
- Disease surveillance and illness reporting (local, health department)
- Screening for vision and hearing
- Developmentally appropriate hand washing and cover your cough instruction

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- Knowledge and understanding of environmental factors that impact health
- Planning for prevention and for intervention for risk factors; inclement weather
- District wellness health fairs; site-based health fairs
- Wellness committee member/chairperson

Administrator:

- Coordinates district wide activities related to Health Promotion and Disease preventions
- Collaborates with community stakeholders to support student and school health
- Consults with local and state health department as needed