

Annual South Carolina School Health LPN of the Year Award (2016-2017)

The SC School Health LPN of the Year Award is presented annually by the SC Department of Health and Environmental Control and the SC Department of Education to publicly recognize the outstanding contributions of a Licensed Practical Nurse (LPN) providing school health services in our state. Nominators may nominate more than one LPN for this award, but not more than one LPN from the same school district.

To nominate an LPN for this award:

1. Read the Nomination Process Overview and the Nomination Packet Requirements on the following pages. Pay close attention to the “Eligibility Criteria” and the “Weighting Factors”.
2. Complete and submit Nomination Packet Requirements (Parts 1, 2, 3 and 4) by November 15, 2016.
3. Submit **the original and five (5) copies** of your nomination packet for distribution to the Selection Committee by November 15, 2016 to:

Andrea Williams
State School Nurse Consultant
SC DHEC – Division of Children’s Health
Mills/Jarrett Complex
2100 Bull Street
Columbia, SC 29201

Note: Your submission must be hand-delivered or postmarked on or before November 15, 2016. If you have any questions or concerns, please contact Andrea Williams at 803-898-0850.

ANNUAL SOUTH CAROLINA SCHOOL HEALTH LPN OF THE YEAR AWARD (2015-2016)

Nomination Process Overview

- I. **Purpose:** To annually select and publicly recognize a Licensed Practical Nurse (LPN) providing health services in a school in South Carolina for her/his outstanding contributions in the field of school nursing.

- II. **Eligibility Criteria:**
 - A. Nominee:
 - LPN currently employed to work full time in a school setting in South Carolina.
 - Consistently demonstrates outstanding commitment, competence and compassion in the provision of school health services.
 - Minimum of three years experience in school nursing.
 - Previous nomination does not preclude re-nomination.
 - Past recipients may not be re-nominated.
 - Nominee agrees that information submitted is accurate as evidenced by signature on the Nomination Cover Page.
 - B. Nomination Packet
 - Full completion and submission of Parts 1, 2, 3 and 4 of the nomination packet.
 - Nomination supported by a principal at a school that the LPN serves as evidenced by signature on the Nomination Cover Page.
 - Nomination supported by an RN or LPN currently practicing school nursing in South Carolina as evidenced by signature on the Nomination Cover Page. An LPN may complete her/his own nomination packet; however, must secure the support of another school nurse (RN or LPN) practicing in South Carolina to serve as the nominator on the Nomination Cover Page.
 - Nomination submission includes the original and five (5) copies of the nomination packet.
 - Nomination packet and copies hand-delivered or postmarked on or before November 15, 2016.

- III. **Selection Process:**
 - A. Nomination instructions and forms will be distributed to nurses practicing in school settings.
 - B. All complete nomination packets received or postmarked on or before the deadline date of November 15, 2016 will be considered for the award.
 - C. A Selection Committee will be appointed by the State School Nurse Consultant. The Selection Committee will consist of five LPNs who practice in a school setting in South Carolina. If LPNs cannot be recruited for the Selection Committee, RNs who practice in a school setting in South Carolina may serve on the Selection Committee.
 - D. All complete nomination packets will be distributed to the Selection Committee.
 - E. The Selection Committee members, acting with complete regard for confidentiality, will individually evaluate the nomination packets based on the eligibility and weighting criteria noted in sections II and IV below. Each

- Selection Committee member will select her/his choice for the School Health LPN of the Year, and return the name of the selected candidate to the State School Nurse Consultant.
- F. The State School Nurse Consultant will work with the School Nurse Conference Planning Committee to tally the results and finalize plans for presenting the award at the Annual School Nurse Conference.
 - G. The nominee who receives the most votes will be named School Health LPN of the Year.
 - H. The decision of the Committee is final and not open to appeal. All ballots will be destroyed upon notification of the selected nominee.

IV. Weighting Factors:

- A. Evidence of ability to work with clients in the context of family.
- B. Evidence that nominee is actively seeking advancement through formal nursing education and/or continuing education activities.
- C. Evidence to support membership and active participation in a nursing organization such as the National Federation for Licensed Practical Nurses or membership with the National Association of School Nurses/SC Association of School Nurses.
- D. Evidence to support each of the seven (7) components to the question in Part 3 of the Nomination Packet Requirements.

Check List for Nomination Packet Submission

This check list is provided for convenience. All of the conditions noted in the Process Overview and Nomination Packet Requirements must be met.

- Part 1: LPN Nomination Cover Page
 - All information complete
 - All required signatures documented
- Part 2: Nursing Practice
 - List completed by RN or LPN practicing school nursing in South Carolina
- Part 3: Summary
 - Each of the 7 components addressed in one page or less (Ariel 10-12 point font with ½” margins)
- Part 4: Letters of Endorsement
- Nomination submission includes original nomination packet and five (5) copies of the nomination packet
- Retain a copy of nomination packet for nominator and nominee
- Nomination submission must be hand-delivered or post-marked on or before November 15, 2016

Nomination Packet Requirements: SC School Health LPN of the Year (2016-2017)

Part 1: Cover Page (Use of this page is required.)

I/We wish to place in nomination:

Name: _____

Title: _____ Phone #: _____

Address: _____

School District: _____

Nominee Employed Full Time in School Setting: Yes No

Number of Years of School Nursing Experience: _____

Is nominee a past recipient of the SC School Health LPN of the Year Award? Yes No

Name(s) of Person(s) Submitting Nomination:

Name: _____

Title: _____ Phone #: _____

Address: _____

Name and Title of Nurse Submitting Nomination (if different from above)

School District: _____

Signature of Person Submitting Nomination
(required)

Signature of RN or LPN Submitting Nomination
(required)

Signature of Principal
(required)

Date of Submission
(required)

Signature of Nominee:

I have reviewed the nomination packet being submitted on my behalf and I humbly acknowledge that the information is accurate.

Signature of Nominee: _____ Date: _____
(required)

Nomination Packet Requirements: SC School Health LPN of the Year (2016-2017)

Part 2: Nursing Practice

Note: An RN or LPN practicing school nursing in South Carolina must complete this section.

List the Nominee's:

A) Professional nursing involvement in professional organizations, committees, office held, etc.:

B) Work-related activities:

C) Civic and/or community activities:

D) Honors and Awards received:

Nomination Packet Requirements: SC School Health LPN of the Year (2016-2017)

Part 3: Summary

Note: An RN or LPN practicing school nursing in South Carolina must complete this section.

What do you consider to be the major contributions of the nominee in the field of school nursing? Write a brief summation, using the seven (7) areas listed below. Please use the Ariel font in 10 or 12 pt. with ½” margins. Your response may be no longer than one (1) page.

1. **Quality of Practice:** Systematically reviews outcomes and works with supervising RN to improve the quality and effectiveness of nursing practice.
 2. **Program Management:** Manages the school health office and implements care plans as directed by the supervising RN; recognizes deviations in health status and responds appropriately.
 3. **Leadership:** Provides leadership in the school setting for health-related services and activities.
 4. **Education:** Attains knowledge and competency that reflects current school nursing practice.
 5. **Collaboration:** Works with other members of the school and health care teams in promoting and maintaining health and preventing disease.
 6. **Environmental Health:** Promotes practices that result in a safe and healthy school environment for students and staff.
 7. **Resource Utilization:** Makes appropriate use of available resources (e.g. technology, staff, community resources) to meet the health needs of students and advocates for resources that would enhance school nursing practice.
- ❖ You may find it helpful to review the Nursing Practice Standards for the Licensed Practical/Vocational Nurse (<http://www.nflpn.org/practice-standards4web.pdf>).

Part 4: Letters of Endorsement

You may submit no more than 4 (four) letters of endorsement. They may be from disciplines other than nursing. Each letter should be no longer than 1 page in length.