

Annual South Carolina School Health LPN of the Year Award (2013-2014)

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 on pages 2 and 3. Pay close attention to the “Eligibility Criteria” and the “Weighting Factors”.
2. Complete and submit Nomination Packet Requirements & Form (Parts 1, 2 and 3) by Friday, November 1, 2013. The Nomination Packet Requirements & Form document is available on the DHEC website at: <http://www.scdhec.gov/health/mch/ch/school/nyaward.htm>
3. Submit **the original and five (5) copies** of your nomination packet for distribution to the Selection Committee by Friday, November 1, 2013 to:

Cathy Young-Jones, RN, MSN
State School Nurse Consultant
SC DHEC – Women & Children’s Services
1751 Calhoun Street
Columbia, SC 29201

Note: Your submission must be hand-delivered or postmarked on or before Friday, November 1, 2013. If you have any questions or concerns, please contact Cathy Young-Jones (803.898.0850 / YOUNGJCM@dhec.sc.gov) or Susan Smith (803.898.0412 / SMITHSL@dhec.sc.gov).

ANNUAL SOUTH CAROLINA SCHOOL HEALTH LPN OF THE YEAR AWARD (2013-2014)

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. 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 Friday, November 1, 2013 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 III 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.

III. 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 and 3 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 hand-delivered or postmarked on or before Friday, November 1, 2013.

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 2 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 questions answered
 - All required signatures documented
- Part 2: Nursing Practice
 - Question completed by RN or LPN practicing school nursing in South Carolina
 - Each of the 7 components addressed in one page or less (12 point font or larger)
 - Letters of Endorsement (optional)
- Part 3: Summary Paragraph
 - 300 words or less
- 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 Friday, November 1, 2013