



PNAA POLICIES AND PROCEDURES

AWARDS COMMITTEE POLICY AND PROCEDURES (P&P)	Policy.....6.1
	Committee Review:....6/2012; 3/11/2021; 2/10/2023; 11/30/2023
	Revised:9/2008;8/11/2021; 2/21/2023;1/20/2024
	PNAA EB Review & Approval: 3/25/2021; 2/22/2023; 2/21/2024
	Substituted for.....A2
	Original Date.....1/1995

COMMITTEE PURPOSE

To outline the processes in recognizing outstanding nurses for professional excellence, significant contributions to the profession in the various fields of specialty, and sustained involvement with Philippine Nurses Association of America (PNAA) and local chapters awards that include:

1. Establish and publish the qualifications and award criteria.
2. Review and score applicants' online submissions.
3. Select awardees and recommend them to the PNAA Executive Board (EB).
4. Evaluate the relevance of awards and efficiency of the selection process.

POLICY

1. National Excellence Achievement Awards will be given to eligible awardees every year during the PNAA Annual Convention under the following categories:
 - a. Clinical Staff Nurse
 - b. Nurse Administrator/Director/Manager
 - c. Nurse Researcher/Scientist
 - d. Nurse Educator
 - e. Community & Population Health Nurse
 - f. Nurse Entrepreneur
 - g. Advanced Practice Registered Nurse
 - h. Nurse Informaticist
 - i. The DAISY Nurse Award for Advancing Health Equity - Team Award
2. The Committee is responsible for the overall implementation of the Program based on approved guidelines and selection criteria (*see attachment #1*).

PROCEDURE

Overview

1. Fourteen (14) weeks before the annual National Convention: Application Deadline.
2. Eight to ten (8-10) weeks before the annual National Convention: Distribution of applicant materials to the committee for review.
3. Eight (8) weeks before the National Convention: PNAA EB approval of recommended awardees.
4. Six (6) weeks before the annual National Convention: Award Recipients Notified.

Pre-Award Procedure

1. Review Award Committee Policy and Procedure. If changes made, present them to the PNAA EB committee for approval, including:
 - a. Strategic 2-year plan with short and long-term goals.
 - b. Confirmation of Chairperson, Co-chairperson and Committee membership and proposed procedure timeline.
2. Six (6) months before the annual National Convention, the Awards Committee shall announce the search for outstanding Filipino American Nurses among PNAA members nationwide through the approved PNAA social media platforms and website. Additionally, the Chairperson notifies the four Regional Vice Presidents (RVPs) to follow up with their respective Circle of Presidents Regional Representatives (COPRRs) and chapter leaders utilizing their media and newsletters.
3. The recommended expanded timeframes for each stage of the procedural timeline are:
 - a. Two (2) weeks for notification to PNAA EB of timeline.
 - b. Six (6) months before the annual National Convention, make available through the PNAA website, the on-line awards application (*See attachment #1*), criteria, scoring sheet, and particulars specific to the DAISY award (*see attachment #2*).
 - c. Ten (10) weeks for submission of online applications.
 - d. Two (2) weeks for the Chairperson to review the application for eligibility and distribute materials to committee members.
 - e. Two (2) weeks for committee members to individually review and score assigned applicants, meet with assigned small groups to discuss scores, and then meet as full committee to make recommendations to EB.
 - f. Two (2) weeks for PNAA EB to approve the committee recommendations.
 - g. One (1) week for the Awards Committee Chairperson to complete writing letters and notifying awardees.
 - h. Four (4) weeks for all the announcements and purchasing of medals/plaques/trophies.
2. RVPs will encourage Chapter Presidents during their COPRRs' monthly meetings to support applicants among their members, send frequent reminders, and assist in completing online application requirements.
3. There must be a three (3) year interval between each application and potential award of a PNAA National Excellence Achievement Award recipient, regardless of award category.

Application Review and Scoring Procedure

1. ONLY electronic applications and relevant documents will be received by the Awards Committee Chairperson on or before the submission deadline and approximately fourteen (14) weeks before the annual National Convention.
2. Approximately ten to eight (10-8) weeks before the annual National Convention, the Chairperson will send each committee member a digital copy/packet of application documents and scoring sheets.
3. To maintain scoring objectivity and fairness, the following will be applied:

- a. The Chairperson will code submissions that applicants have blinded before distributing them to committee members for assessment, evaluation, and scoring.
- b. Each Awards Committee member will use a score sheet with the same criteria used by applicants to assign individual scores to the application.
- c. The Chairperson creates small working groups of two to three (2 to 3) committee members based on experience on committee and expertise within specific award categories to review submissions.
- d. The Awards Committee members have two (2) weeks to individually score documents, meet within their small groups to review and finalize scores, and submit scores to the Chairperson before full committee review.
- e. The full Awards Committee will meet to collaboratively review all scores based on the evidence submitted.
- f. One award per category is awarded. In the event of a tie score, the Committee Chairperson will break the tie.
- g. The Awards Committee Chairperson will maintain original copies of all applications for filing purposes for ninety (90) days after the awards ceremony.

Awardee Recommendation and Notification Procedure

1. Approximately eight (8) weeks before the convention, awardees will be recommended to the PNAA President and the members of the EB for approval.
2. The Chairperson sends a summary of the review process (i.e., number of chapter nominees, applications received, a summary of Awards Committee deliberations) to the PNAA President and Secretary, who will forward the summary to the members of the PNAA EB as part of the process for EB approval.
3. Any dispute regarding the eligibility of awardees will be forwarded to the PNAA EB for resolution.
4. Six (6) weeks before the annual National Convention, the Chairperson will notify all awardees of the committee's recommendation and PNAA EB approval.
5. At no cost to the awardee, the PNAA Secretary sends press releases of the awardees through the PNAA Website and other approved social media. The Awards Committee Chairperson submits names for publication in the Convention Souvenir Program to the Awards Gala Chairperson and the Inside PNAA editor showcasing the various areas of expertise and professional excellence that led to the award.
6. The PNAA President and Awards Committee Chairperson will present a token/keepsake of recognition to the awardees during the annual convention awards ceremony.
7. Excluding any unanticipated personal circumstances, awardees **MUST** be present at the national convention to receive their award. Any decision whether to present an award to an awardee in absentia at the awards ceremony will be at the discretion of the awards committee. Within the online application the applicant will be asked to affirm "It is my understanding, per Awards Committee P &P, that I should be present to accept the award during the Gala Night, PNAA National Convention."

REFERENCES

1. DAISY Foundation Resource Center
<https://www.daisyfoundation.org/user?current=node/37034052>
2. Healthy People 2030. Social Determinants of Health. Retrieved from
<https://health.gov/healthypeople/objectives-and-data/social-determinants-health>
3. PNAA By-Laws. (2022, July 9). The Philippine Nurses Association, Incorporated Bylaws. Retrieved from
<https://mypnaa.org/Bylaws>
4. PNAA Policy and Procedures Section 6.1 The Philippine Nurses Association, Incorporated Bylaws. Retrieved from
[Philippine Nurses Association of America - Home \(mypnaa.org\)](https://mypnaa.org/Philippine-Nurses-Association-of-America-Home)

ATTACHMENTS

- Attachment #1 (Policy 6.1) – PHILIPPINE NURSES ASSOCIATION OF AMERICA
CRITERIA FOR NATIONAL EXCELLENCE AWARDS**
- Attachment #2 (Policy 6.1) – DAISY ADVANCING HEALTH EQUITY TEAM AWARD GUIDELINES**
- Attachment #3 (Policy 6.1) – AWARD CATEGORY SCORE SHEETS (Complete with text)**
- Attachment #4 (Policy 6.1) – ON-LINE APPLICATION FORM INSTRUCTIONS**
- Attachment #5 (Policy 6.1) – SAMPLE COMMITTEE TIMELINE**



ATTACHMENT #1 (Policy 6.1)

PHILIPPINE NURSES ASSOCIATION OF AMERICA CRITERIA FOR NATIONAL EXCELLENCE AWARDS

OPERATIONAL DEFINITIONS:

CONTRIBUTION: Within the category you are applying for, what have you done, accomplished, provided to your workplace, local PNA chapter and community, and national and international communities?

RECOGNITION:

Within the category you are applying for, what awards, recognitions, acknowledgements have you received from your workplace, PNA Chapter, PNAA Community and other national and international nursing organizations?

APPLICATION ELIGIBILITY: Based on award criteria, each applicant achieves a minimum score of 90/100.

Evidence: Specific category-relevant outcomes and community endorsements submitted with application.

Category I: Clinical (Staff) Nurse

Applicant must:

1. Confirm active paid PNAA membership and the affiliate chapter for at least two (2) years and in good standing.
2. Confirm being a U.S. registered nurse practicing as a clinical staff nurse for a minimum of five (5) years.
3. Provide evidence (i.e., outcomes of clinical projects, leadership, promotions) of their role as a clinical (staff) nurse within the last five (5) years.
4. Provide evidence of public recognition for significant contribution to the clinical nurse (staff) role and PNAA within the last five (5) years.
5. Maintain current practice through education (formal or contact hours within the last two years) pertinent to the clinical (staff) nurse role.

Category II: Nurse Administrator/Director/Manager

Applicant must:

1. Confirm active paid PNAA membership and the affiliate chapter for at least two (2) years and in good standing.
2. Confirm being a U. S. registered nurse practicing in the role of nurse administrator, director, or manager within the last five (5) years.
3. Provide evidence (i.e., outcomes of leadership, policy, employee/human development) of their role as administrator/manger within the last five (5) years.
4. Provide evidence of public recognition for significant contributions to nursing leadership/management and PNAA within the last five (5) years.
5. Maintain current role through education (formal or contact hours within the last two years) directly related/relevant to the nurse administrator/manager role.

Category III: Nurse Researcher/Scientist

Applicant must:

1. Confirm active paid PNAA membership and the affiliate chapter for at least two (2) years and in good standing.
2. Confirm being a U.S. registered nurse practicing in the role of nurse researcher (individual or team) within the last ten (10) years.
3. Provide evidence (i.e., study or manuscript abstract as a principal or co-investigator of a completed research study or evidence-based project in a healthcare setting) of their role as nurse researcher within the last ten (10) years.
4. Provide evidence of public recognition for significant contributions to nursing research and PNAA within the last ten (10) years.
5. Maintain current role through education (formal or contact hours within the last two years) directly related/relevant to the nurse researcher/scientist role.

Category IV: Nurse Educator

Applicant must:

1. Confirm active paid PNAA membership and the affiliate chapter for at least two (2) years and in good standing.
2. Confirm being a U. S. registered nurse practicing as an educator/faculty affiliated with a School or College of Nursing or practices in an in-service/continuing education role within the last five (5) years.
3. Provide evidence (i.e., curriculum development, teaching plan, scholarship of teaching and learning project) of their role as nurse educator within the last five (5) years.
4. Provide evidence of public recognition for significant contributions to nursing education and PNAA within the last five (5) years.
5. Maintain current practice through education (formal or contact hours within the last two years) directly related/relevant to the nurse educator role.

Category V: Community & Population Health Nurse

Applicant must:

1. Confirm active paid PNAA membership and the affiliate chapter for at least two (2) years and in good standing.
2. Confirm being a current practicing U.S. registered community and population health within the last five (5) years.
3. Provide evidence (i.e., president/chairperson/project leader of at least one (1) established professional nursing, civic, or community organization) of their role as a community and population health nurse within the last five (5) years.
4. Provide evidence of public recognition for significant contributions to community and population health nursing and PNAA within the last five (5) years.
5. Maintain current practice through education (formal or contact hours within the last two years) directly related/relevant to the community and population health nurse role.

Category VI: Nurse Entrepreneur

Applicant must:

1. Confirm active paid PNAA membership and the affiliate chapter for at least two (2) years and in good standing.
2. Confirm being a current practicing U.S. registered nurse entrepreneur engaged in a health-related enterprise within the last five (5) years.
3. Provide evidence (i.e., business model for legal nurse consultant, wellness coach, nurse staffing, nurse blogger/freelance writer) of their role as nurse entrepreneur within the last 5 (five) years.
4. Provide evidence of public recognition for significant contribution as nurse entrepreneur and PNAA role within the last five (5) years.
5. Maintain current practice through education (formal or contact hours within the last two years) directly related/relevant to the nurse entrepreneur role.

Category VII: Advanced Practice Registered Nurse (APRN)

Applicant must:

1. Confirm active paid PNAA membership and the affiliate chapter for at least two (2) years and in good standing.
2. Confirm being a U.S. Board-certified Advanced Practice Registered Nurse in the role of Certified Registered Nurse Anesthetist (CRNA), Clinical Nurse Specialist (CNS), Certified Nurse Practitioner (CNP), or Certified Nurse Midwife (CNM) within the last five (5) years.
3. Provide evidence (i.e., Practice Guidelines, Care Protocols) of their role as APRN within the last five (5) years.
4. Provide evidence of public recognition for significant contribution to the practice of Advanced Practice Clinical Nursing and persons served or PNAA directly related/relevant to the APRN role within the last five (5) years.
5. Maintain current practice through education (formal or contact hours within the last two years) directly related/relevant to the APRN role.

Category VIII: Nurse Informaticist

Applicant must:

1. Confirm active paid PNAA membership and the affiliate chapter for at least two (2) years and in good standing.
2. Confirm being a U.S. licensed practicing as a nurse informaticist or nurse informatics leader within a nursing and/or non-nursing healthcare organization within the last five (5) years.
3. Provide evidence (i.e., clinical system development, implementation, and optimization of patients/consumers or uniquely applied clinical systems tools and techniques impacting clinician workflow/productivity) of their role as nurse informaticist within the last five (5) years.
4. Provide evidence of public recognition for significant contributions to the practice of nursing informatics and PNAA within the last five (5) years.
5. Maintain current practice through education (formal or contact hours within the last two years) directly related/relevant to the nurse informaticist role.

Category IX: The DAISY Nurse Award for Advancing Health Equity - Team Award**Applicant Team must:**

1. Confirm active paid PNAA membership and the affiliate chapter for at least two (2) years and in good standing.
2. Confirm being U.S. licensed practicing nurses.
3. Collaborate with a designated team leader or a chapter leader in community health initiatives to advance health equity.
4. Be comprised of a minimum of five (5) chapter members (may include chapter officers) with a listing of all team members, their credentials, and specific role on team.
5. Create initiatives to promote health equity by addressing ALL five (5) social determinants of health (economic stability, education access and quality, health care access and quality, neighborhood and built environment, social and community context).
6. Provide evidence of functioning as role models of collaboration and teamwork during community initiatives to address ALL five (5) social determinants of health (economic stability, education access and quality, health care access and quality, neighborhood and build environment, social and community context).
7. Provide evidence of public recognition for an ethos/attitude of compassion, trust, respect, stewardship, professionalism, integrity, and excellence with the chosen community or population.



ATTACHMENT #2 (Policy 6.1)

DAISY ADVANCING HEALTH EQUITY TEAM AWARD GUIDELINES

Annual Call for DAISY Nurse Award for Advancing Health Equity - Team Award!
Share Your Story!

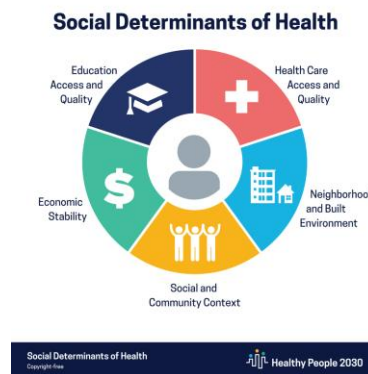
The DAISY (Diseases Attacking the Immune SYstem) Award is an international recognition program that honors and celebrates the skillful, compassionate care nurses provide every day. The family of J. Patrick Barnes established the DAISY Foundation after he died from complications of the auto-immune disease ITP in 1999. During his hospitalization, they deeply appreciated the care and compassion shown to Patrick and his entire family. When he died, they felt compelled to say “thank you” to nurses in a very public way.

This DAISY recognition of excellence is to a PNAA nurse-led TEAM that exemplifies the PNAA mission and values. The team are role models of collaboration and teamwork that make a difference in advancing health equity by addressing health determinants in various communities (local, national, international) and/or populations (unhoused, infants, elders, migrants etc.)

Health equity means that everyone has a fair and just opportunity to be as healthy as possible. It usually refers to the **non-clinical factors**, social determinants of health (SDOH), that can ultimately affect health outcomes. Please review this short video to understand more about SDOH

<https://youtu.be/2UK7NrHOsmA?si=Snfa8e5dzJyrdtpM>

From Healthy people 2030



In your application submission provide:

1. A Team Name that illustrates the core excellence within your story to advance Health Equity.
2. Description of the Team composition and their experience working together to advance health equity.
3. Team **OUTCOMES (same as “team story”)** relevant to all 5 SDOH (refer **Attachment #3, DAISY Team Criteria**)
4. Name of designated team leader. This is also the person who submits the on-line application.
5. List of team members, with full name, nursing credentials, specific role on team and current PNAA membership.
6. Team endorsement from a local, regional, or national PNAA sponsor and community partner of your excellence based on evidence of specific outcomes on ALL five (5) SDOH. This statement is 350 words or less and provides a summary of the meritorious qualities of the team for the selected award and sustained involvement with PNAA or Affiliate chapters.



ATTACHMENT #3 (Policy 6.1)

AWARD CATEGORY SCORE SHEETS

Purpose of Score Sheets: Score sheets are directly tied to specific category criteria (see **Attachment #1**). They tell applicants what components, with accompanying point values, to include in the application. Score sheets also tell committee reviewers what and how to assess category criteria for the award.

Assignment of Scores: Scores are assigned to each application based on the following committee process. This collaborative approach has been found to deliver an equitable degree of transparency and consistency to the scoring procedural process.

1. Using the score sheets and before distributing to committee for scoring, the chair determines an application's eligibility for review based on meeting the minimum score of 90/100 points (see working definitions in **Attachment #1**).
2. Small groups, composed of two to three (2-3) committee members with varying committee experience (meaning no small group consists of all new members), use the score sheets to review applications assigned to them. Applications are assigned to a group based on the committee members' clinical focus and experience to ensure a working knowledge base to assess an application in a specific award category.
3. Using the same score sheet, individual group members review and score the applications before meeting as a group to deliberate and come to consensus on a group score for each application.
4. The scores are then presented to the full committee for further discussion leading to a final assigned score on the application.

AWARD CATEGORY SCORE SHEETS (Spreadsheet version)

PNAA Awards Scoring Tool (Based on 2024 Approved P&P)												
Name of Evaluator:				DATE:								
Applicant Number	Award Category	1	2	3	4	5						
		Active Membership 2-5=5pts (5 pts)	"Yrs of Exp in Category" 2-3 yrs = 1 pt; 4-5 yrs = 2 pts; >5 yrs = 5 pts	CONTRIBUTION (40 pts total possible) specialty area/work environment = 30 pts, Local/Nat'l/Int'l = 10 pts	RECOGNITION (30 pts total possible) specialty area/work environment = 20 pts; Local/Nat'l/Int'l=10 pts)	Continuing Education (20 pts)	DAISY: Active Chapter Membership of team (10 pts)	DAISY: Licensed Nurses (10 pts)	DAISY: Team Endorsement (5 Pts)	DAISY: Promotes Equity (25pts)	DAISY: Show Change Outcome (25 pts)	DAISY: Teaches Others (25 pts)

**SCORE SHEET Category I: Clinical (Staff) Nurse****Category I: Clinical (Staff) Nurse**

Applicant must:

1. Confirm active paid PNAAP membership and the affiliate chapter for at least two (2) years and in good standing.
2. Confirm being a U.S. registered nurse practicing as a clinical staff nurse for a minimum of five (5) years.
3. Provide evidence (i.e., outcomes of clinical projects, leadership, promotions) of their role as a clinical (staff) nurse within the last five (5) years.
4. Provide evidence of public recognition for significant contribution to the clinical nurse (staff) role and PNAAP within the last five (5).
5. Maintain current practice through education (formal or contact hours within the last two years) pertinent to the clinical (staff) nurse role.

Criteria	Point Value	Points Earned
Membership minimum two (2) years	5	
Years of Practice as an RN as a clinical staff nurse.	2-3 years =1	
	4-5 years =2	
	Greater than 5 years = 5	
Evidence of Contribution: <u>Outcomes</u> of two (2) noteworthy exemplars (caring in action). Refer to specifics of contribution in Working Definition found in Attachment #1 and Criteria #3 above	30	
Evidence of Contribution to chapter/local, national, or international level of PNAAP	5	
Evidence of Contribution to other local, regional, or international nursing organizations	5	
Evidence of Recognition in award category and work environment (Refer to specifics of recognition in Working Definition for Recognition found in Attachment #1 and Criteria #4 above)	20	
Evidence of Recognition from chapter/local, national, or international level of PNAAP	5	
Evidence of Recognition from other local, regional, or international nursing organizations	5	
Evidence of Ongoing Education (enrollment or completion of advanced education or contact hours). Note one (1) contact hour equals one point	20	

Total points earned = _____****Reviewer: Please Transfer scores to Attachment #3 AWARD CATEGORY SCORE SHEETS (Spreadsheet version)**

**SCORE SHEET Category II: Nurse Administrator/Director/Manager****Category II: Nurse Administrator/Director/Manager**

Applicant must:

1. Confirm active paid PNAA membership and the affiliate chapter for at least two (2) years and in good standing.
2. Confirm being a U. S. registered nurse practicing as a nurse administrator, director, or manager within the last five (5) years.
3. Provide evidence (i.e., outcomes of leadership, policy, employee/human development) of their role as administrator/manager within the last five (5) years.
4. Provide evidence of public recognition for significant contributions to nursing leadership/management and PNAA within the last five (5) years.
5. Maintain current role through education (formal or contact hours within the last two years) directly related/relevant to the nurse administrator/manager role.

Criteria	Point Value	Points Earned
Membership minimum 2 years	5	
Years of Practice as licensed RN in the role of nurse administrator, director, or manager	2-3 years = 1	
	4-5 years = 2	
	Greater than 5 = 5	
Evidence of Contribution: <u>Outcomes</u> of two (2) noteworthy exemplars (caring leadership in action). Refer to specifics of contribution in Working Definition found in Attachment #1 and Criteria #3 above	30	
Evidence of Contribution to chapter/local, national, or international level of PNAA	5	
Evidence of Contribution to other local, regional, or international nursing organizations	5	
Evidence of Recognition in award category and work environment (Refer to specifics of recognition in Working Definition for Recognition found in Attachment #1 and Criteria #4 above)	20	
Evidence of Recognition from chapter/local, national, or international level of PNAA	5	
Evidence of Recognition from other local, regional, or international nursing organizations	5	
Evidence of Ongoing Education (enrollment or completion of advanced education or contact hours). Note one (1) contact hour equals one point	20	

Total points earned = _____

****Reviewer: Please Transfer scores to Attachment #3 AWARD CATEGORY SCORE SHEETS (Spreadsheet version)**



SCORE SHEET Category III: Nurse Researcher/Scientist

Category III: Nurse Researcher/Scientist

Applicant must:

1. Confirm active paid PNAA membership and the affiliate chapter for at least two (2) years and in good standing.
2. Confirm being a U.S. registered nurse practicing in the role of nurse researcher (individual or team) within the last ten (10) years.
3. Provide evidence (i.e., study or manuscript abstract as a principal or co-investigator of a completed research study or evidence-based project in a healthcare setting) of their role as nurse researcher within the last ten (10) years.
4. Provide evidence of public recognition for significant contributions to nursing research and PNAA within the last ten (10) years.
5. Maintain current role through education (formal or contact hours within the last two years) directly related/relevant to the nurse researcher/scientist role.

Criteria	Point Value	Points Earned
Membership minimum 2 years	5	
Years of Practice as an RN in the role of nurse researcher	2-3 years =1	
	4-5 years =2	
	Greater than 5 years = 5	
Evidence of Contribution: <u>Outcomes</u> of two (2) noteworthy exemplars (Scholarly Inquiry in Action) Refer to specifics of contribution in Working Definition found in Attachment #1 and Criteria #3 above	30	
Evidence of Contribution to chapter/local, national, or international level of PNAA	5	
Evidence of Contribution to other local, regional, or international nursing organizations	5	
Evidence of Recognition in award category and work environment (Refer to specifics of recognition in Working Definition for Recognition found in Attachment #1 and Criteria #4 above)	20	
Evidence of Recognition from chapter/local, national, or international level of PNAA	5	
Evidence of Recognition from other local, regional, or international nursing organizations	5	
Evidence of Ongoing Education (enrollment or completion of advanced education or contact hours). Note one (1) contact hour equals one point	20	

Total points earned = _____

****Reviewer:** Please Transfer scores to Attachment #3 AWARD CATEGORY SCORE SHEETS (Spreadsheet version)



SCORE SHEET Category IV: Nurse Educator

Category IV: Nurse Educator

Applicant must:

1. Confirm active paid PNAA membership and the affiliate chapter for at least two (2) years and in good standing.
2. Confirm being a U. S. registered nurse practicing as an educator/faculty affiliated with a School or College of Nursing or practices in an in-service/continuing education role within the last five (5) years.
3. Provide evidence (i.e., curriculum development, teaching plan, scholarship of teaching and learning project) of their role as nurse educator within the last five (5) years.
4. Provide evidence of public recognition for significant contributions to nursing education and PNAA within the last five (5) years.
5. Maintain current practice through education (formal or contact hours within the last two years) directly related/relevant to the nurse educator role.

Criteria	Point Value	Points Earned
Membership minimum 2 years	5	
Years of Practice as an RN in the role of educator/faculty affiliated with a School or College of Nursing or practices in an in-service/continuing education role	2-3 years =1	
	4-5 years =2	
	Greater than 5 years = 5	
Evidence of Contribution: <u>Outcomes</u> of two (2) noteworthy exemplars (caring in teaching and learning). Refer to specifics of contribution in Working Definition found in Attachment #1 and Criteria #3 above	30	
Evidence of Contribution to chapter/local, national, or international level of PNAA	5	
Evidence of Contribution to other local, regional, or international nursing organizations	5	
Evidence of Recognition in award category and work environment (Refer to specifics of recognition in Working Definition for Recognition found in Attachment #1 and Criteria #4 above)	20	
Evidence of Recognition from chapter/local, national, or international level of PNAA	5	
Evidence of Recognition from other local, regional, or international nursing organizations	5	
Evidence of Ongoing Education (enrollment or completion of advanced education or contact hours). Note one (1) contact hour equals one point	20	

Total points earned = _____

****Reviewer: Please Transfer scores to Attachment #3 AWARD CATEGORY SCORE SHEETS (Spreadsheet version)**



SCORE SHEET Category V: Community & Population Health Nurse

Category V: Community & Population Health Nurse

Applicant must:

1. Confirm active paid PNAA membership and the affiliate chapter for at least two (2) years and in good standing.
2. Confirm being a current U.S. registered nurse practicing as a community and population health within the last five (5) years.
3. Provide evidence (i.e., president/chairperson/project leader of at least one (1) established professional nursing, civic, or community organization) of their role as a community and population health nurse within the last five (5) years.
4. Provide evidence of public recognition for significant contributions to community and population health nursing and PNAA within the last five (5) years.
5. Maintain current practice through education (formal or contact hours within the last two years) directly related/relevant to the community and population health nurse role.

Criteria	Point Value	Points Earned
Membership minimum 2 years	5	
Years of Practice as an RN in community and population health	2-3 years =1	
	4-5 years =2	
	Greater than 5 years = 5	
Evidence of Contribution: Outcomes of two (2) noteworthy exemplars (caring actions on behalf of the population of focus). Refer to specifics of contribution in Working Definition found in Attachment #1 and Criteria #3 above	30	
Evidence of Contribution to chapter/local, national, or international level of PNAA	5	
Evidence of Contribution to other local, regional, or international nursing organizations	5	
Evidence of Recognition in award category and work environment (Refer to specifics of recognition in Working Definition for Recognition found in Attachment #1 and Criteria #4 above)	20	
Evidence of Recognition from chapter/local, national, or international level of PNAA	10	
Evidence of Recognition from other local, regional, or international nursing organizations	5	
Evidence of Ongoing Education (enrollment or completion of advanced education or contact hours). Note one (1) contact hour equals one point	20	

Total points earned = _____

****Reviewer:** Please Transfer scores to Attachment #3 AWARD CATEGORY SCORE SHEETS (Spreadsheet version)



SCORE SHEET Category VI: Nurse Entrepreneur

Category VI: Nurse Entrepreneur

Applicant must:

1. Confirm active paid PNAA membership and the affiliate chapter for at least two (2) years and in good standing.
2. Confirm being a current practicing U.S. registered nurse entrepreneur engaged in a health-related enterprise within the last five (5) years.
3. Provide evidence (i.e., business model for legal nurse consultant, wellness coach, nurse staffing, nurse blogger/freelance writer) of their role as nurse entrepreneur within the last 5 (five) years.
4. Provide evidence of public recognition for significant contribution as nurse entrepreneur and PNAA role within the last five (5) years.
5. Maintain current practice through education (formal or contact hours within the last two years) directly related/relevant to the nurse entrepreneur role.

Criteria	Point Value	Points Earned
Membership minimum 2 years	5	
Years of Practice as an RN entrepreneur	2-3 years =1	
	4-5 years =2	
	Greater than 5 years = 5	
Evidence of Contribution: <u>Outcomes</u> of two (2) noteworthy exemplars (development of healthcare-oriented business that enhances the image of the nursing profession). Refer to specifics of contribution in Working Definition found in Attachment #1 and Criteria #3 above	30	
Evidence of Contribution to chapter/local, national, or international level of PNAA	5	
Evidence of Contribution to other local, regional, or international nursing organizations	5	
Evidence of Recognition in award category and work environment (Refer to specifics of recognition in Working Definition for Recognition found in Attachment #1 and Criteria #4 above)	20	
Evidence of Recognition from chapter/local, national, or international level of PNAA	5	
Evidence of Recognition from other local, regional, or international nursing organizations	5	
Evidence of Ongoing Education (enrollment or completion of advanced education or contact hours). Note one (1) contact hour equals one point	20	

Total points earned = _____

**Reviewer: Please Transfer scores to Attachment #3 AWARD CATEGORY SCORE SHEETS (Spreadsheet version)



SCORE SHEET Category VII: Advanced Practice Registered Nurse (APRN)

Category VII: Advanced Practice Registered Nurse (APRN)

Applicant must:

1. Confirm active paid PNAA membership and the affiliate chapter for at least two (2) years and in good standing.
2. Confirm being a U.S. Board-certified Advanced Practice Registered Nurse in the role of Certified Registered Nurse Anesthetist (CRNA), Clinical Nurse Specialist (CNS), Certified Nurse Practitioner (CNP), or Certified Nurse Midwife (CNM) within the last five (5) years.
3. Provide evidence (i.e., Practice Guidelines, Care Protocols) of their role as APRN within the last five (5) years.
4. Provide evidence of public recognition for significant contribution to the practice of Advanced Practice Clinical Nursing and persons served or PNAA directly related/relevant to the APRN role within the last five (5) years.
5. Maintain current practice through education (formal or contact hours within the last two years) directly related/relevant to the APRN role.

Criteria	Point Value	Points Earned
Membership minimum 2 years	5	
Years of Practice as licensed RN and Board-certified Advanced Practice Registered Nurse	2-3 years =1	
	4-5 years =2	
	Greater than 5 years = 5	
Evidence of Contribution: <u>Outcomes</u> of two (2) noteworthy exemplars (managing and directing care). Refer to specifics of contribution in Working Definition found in Attachment #1 and Criteria #3 above	30	
Evidence of Contribution to chapter/local, national, or international level of PNAA	5	
Evidence of Contribution to other local, regional, or international nursing organizations	5	
Evidence of Recognition in award category and work environment (Refer to specifics of recognition in Working Definition for Recognition found in Attachment #1 and Criteria #4 above)	20	
Evidence of Recognition from chapter/local, national, or international level of PNAA	5	
Evidence of Recognition from other local, regional, or international nursing organizations	5	
Evidence of Ongoing Education (enrollment or completion of advanced education or contact hours). Note one (1) contact hour equals one point	20	

Total points earned = _____

****Reviewer:** Please Transfer scores to Attachment #3 AWARD CATEGORY SCORE SHEETS (Spreadsheet version)



SCORE SHEET Category VIII: Nurse Informaticist

Category VIII: Nurse Informaticist

Applicant must:

1. Confirm active paid PNAA membership and the affiliate chapter for at least two (2) years and in good standing.
2. Confirm being a U.S. RN practicing as a nurse informaticist or nurse informatics leader within a nursing and/or non-nursing healthcare organization within the last five (5) years.
3. Provide evidence (i.e., clinical system development, implementation, and optimization of patients/consumers or uniquely applied clinical systems tools and techniques impacting clinician workflow/productivity) of their role as nurse informaticist within the last five (5) years.
4. Provide evidence of public recognition for significant contributions to the practice of nursing informatics AND PNAA within the last five (5) years.
5. Maintain current practice through education (formal or contact hours within the last two years) directly related/relevant to the nurse informaticist role.

Criteria	Point Value	Points Earned
Membership minimum 2 years	5	
Years of Practice as an RN in a nurse informaticist or nurse informatics leader role	2-3 years =1	
	4-5 years =2	
	Greater than 5 years = 5	
Evidence of Contribution: <u>Outcomes</u> of two (2) noteworthy examples (caring as developers of communication and information technologies). Refer to specifics of contribution in Working Definition found in Attachment #1 and Criteria #3 above	30	
Evidence of Contribution to chapter/local, national, or international level of PNAA	5	
Evidence of Contribution to other local, regional, or international nursing organizations	5	
Evidence of Recognition in award category and work environment (Refer to specifics of recognition in Working Definition for Recognition found in Attachment #1 and Criteria #4 above)	20	
Evidence of Recognition from chapter/local, national, or international level of PNAA	5	
Evidence of Recognition from other local, regional, or international nursing organizations	5	
Evidence of Ongoing Education (enrollment or completion of advanced education or contact hours). Note one (1) contact hour equals one point	20	

Total points earned = _____



**SCORE SHEET Category IX:
The DAISY Nurse Award for Advancing Health
Equity - Team Award**



Category IX: The DAISY Nurse Award for Advancing Health Equity - Team Award

Applicant Team must:

1. Confirm active paid PNAA membership and the affiliate chapter for at least two (2) years and in good standing.
2. Confirm being U.S. practicing registered nurses.
3. Collaborate with a designated team leader or a chapter leader in community health initiatives to advance health equity.
4. Be comprised of a minimum of five (5) chapter members (may include chapter officers) with a listing of all team members, their credentials, and specific role on team.
5. Create initiatives to promote health equity by addressing ALL five (5) social determinants of health (economic stability, education access and quality, health care access and quality, neighborhood and built environment, social and community context).
6. Provide evidence of functioning as role models of collaboration and teamwork during community initiatives to address ALL five (5) social determinants of health (economic stability, education access and quality, health care access and quality, neighborhood and build environment, social and community context).
7. Provide evidence of public recognition of an ethos/attitude of compassion, trust, respect, stewardship, professionalism, integrity, and excellence with the chosen community or population.

Criteria	Point Value	Points Earned
Chapter membership cards for each team member included in the submitted application.	10	
Personal information of team members is included in the submitted application.	10	
Team endorsement included in the submitted application.	5	
Team Models empathy and demonstrates a caring attitude while demonstrating outcomes that exemplify the mission, vision, and values of PNAA towards advancing health equity in ALL the following five (5) health determinants : economic stability; education access and quality; health care access and quality; neighborhood and built environment; social and community context by providing evidence to demonstrate the following:		
Promoting Equity Improved perception among key stakeholders	Marginally Demonstrated = 10 points Moderately Demonstrated = 15 points Fully Demonstrated = 25 points	
Influencing/Implementing Change Quality linked with equity,	Marginally Demonstrated = 10 points Moderately Demonstrated = 15 points Fully Demonstrated = 25 points	

Criteria	Point Value	Points Earned
Disparity Identified/Diagnosed, Culture of Equity created		
Teaching Others Identified one or more disparities among their population of interest and developed effective quality improvement and community programming to reduce gaps	Marginally Demonstrated = 10 points Moderately Demonstrated = 15 points Fully Demonstrated = 25 points	

Total points earned = _____

****Reviewer: Please Transfer scores to Attachment #3 AWARD CATEGORY SCORE SHEETS (Spreadsheet version)**

LIST of AWARDS COMMITTEE MEMBERS:

Chairperson: Ma Milani Zabala, MN, RN, IBCLC, CCM

Co-Chairperson: Dr. Leli Pedro-Drake, DNSc, RN

Adviser: Manelita Dayon, BSN, RN

MEMBERS:

Aleli Frias, BSN, RN

Myrna Gacusan, MS, APRN, FNP-BC

Maria Agnes Kirston, BSN, RN, CMSRN

Rosalina Manongdo, MS, RN

Debbie Maquidato, BSN, RN

Marieflor Navarro, MSN, RN, CCRN

Arlita Pang, MAN, RN



ATTACHMENT #4 (Policy 6.1)

ONLINE APPLICATION INSTRUCTIONS

CHECK LIST “A” GENERAL INFORMATION FOR ONLINE APPLICATION PROCESS

Everything needed to prepare documents for on-line submission is described here. Attendance at a minimum of two (2) on-line coaching sessions is highly recommended. The application for the PNAA Awards is online **ONLY** through **Google Forms**.

To bring some ease to the process, **please read the instructions and check off each completed item below before submitting application on-line.**

1. ☐ The deadline for submitting applications is at **Midnight EST, regardless of the time zone where you live, on the date of submission.**
PLAN AHEAD to ensure you have stable internet connection and attend one or more on-line coaching sessions to build confidence in submitting application materials using Google forms platform. Google Forms Platform **STOPS ACCEPTING** applications at the set deadline. ***If you are in the middle of completing the online application and are past the deadline (date and time) your submission application automatically becomes INELIGIBLE for review.***
2. ☐ **ONLY** documents with clear texts and images will be reviewed.
3. ☐ **To promote consistency and equal opportunity, ONLY** applications submitted via the **official Google Forms platform** are reviewed. All other forms of submission (e.g., postal mail, email, hand delivery, printed/texted copies etc.) are ineligible for review.
☐ Excluding any unanticipated personal circumstances, awardees **MUST** be present at the national convention to receive their award. Any decision whether to present an award to an awardee in absentia at the awards ceremony will be at the discretion of the awards committee. Within the online application the applicant will be asked to affirm “It is my understanding, per Awards Committee P &P, that I should be present to accept the award during the Gala Night, PNAA National Convention.”

CHECK LIST “B” INSTRUCTIONS FOR UPLOADING MATERIAL INTO GOOGLE FORM

1. ☐ **Create Google Account** if you don’t already have one. Application occurs through **Google Forms platform ONLY**. This requires that you log in to your Google account (e.g., Gmail) to complete the application form.
2. **All documents uploaded online must be in PDF file format, except for your headshot photo. It must be in a JPEG file format.**
 - a. ☐ **Two (2) IDENTICAL PDF files** of your COMPLETE application will be uploaded into Google forms.
 - ☐ One (1) unblinded/unredacted pdf file
 - ☐ One (1) blinded/redacted (remove ALL identifying elements for review) pdf file. ***Failure to comply with this requirement could result in disqualification.***
 - b. ☐ We highly recommend you **SCAN** all your documents as PDF and save them **FIRST** within a master **WORD** (or other word processing program) and then convert/save as **one (1) SINGLE PDF file for upload within Google form.**

- c. ☐ Give your “master application file”/document a title. Name your file using the following format:
- last name. first name_the award category. date of submission in day-month-year.
Example: Ocampo.Angel_clinicalstaffnurse.02-01-2024
 - We recommend creating a folder on your computer for all your application documents. This will facilitate collating your documents to scan and convert to the pdf file you upload in Google Forms.

3. ☐ **Personal Information**

- a. ☐ **Provide Email Address:** Use the Google email address (the same one you used to access Google to submit your application). This is the address used to contact you about the outcome of your application.
- b. ☐ Chapter name
- c. ☐ Copy of Membership Card showing paid membership and number of years in chapter
- d. ☐ RN License: Number, State, Expiration date
- e. ☐ **LABEL** this part of your application “*Section 1: Personal Information*”. convert to pdf format and save the file.

4. ☐ **Submit Your Photo:**

- a. The dress is business attire for your photo. Failure to comply with this requirement could result in disqualification. *DAISY team award, submit one (1) team photo.* Please identify team members from Left to right in photo. Photo is of high resolution in black and white or color. When you upload your picture, you will give consent to the following:
- i. I authorize the PNAA Awards Committee to publish the attached photograph. I further consent to the use of the photo by PNAA for Publication, as part of an exhibit, or as a part of a visual presentation.
 - ii. I waive any right to compensation for the above uses.
 - iii. I hold the PNAA harmless from and against any claim for injury or compensation resulting from the activities authorized by this agreement.
 - iv. Furthermore, the photograph hereby submitted becomes the property of PNAA, and I will not claim or demand its return in any way.
 - v. The term “photograph,” as used in this agreement, shall mean motion picture or still photography in any format, videotape, video disc, and any other mechanical means of recording and reproducing images.
- b. ☐ Save your photo as a JPEG file following the naming format last name. first name_the award category. date of submission in day-month-year.
- c. ☐ Copy and paste this JPEG file into your “Master application file”.
- d. ☐ Sign the Photo Release Consent within the online application in Google Forms and Upload file.

5. **DAISY team award Instructions.**

- a. ☐ Name your team. We recommend it be descriptive of your team project. Team project should be within the previous year prior to the submission of application.
- b. ☐ Include within application endorsement from PNAA sponsor and/or community partner of how well the team demonstrated the criteria (**See attachment #2**).
- c. ☐ For DAISY Team story, in 1000 words maximum, identify ALL five (5) health determinants (Economic stability; education access and quality; health care access and quality; neighborhood and built environment; Social and Community context) and describe specific **OUTCOMES** that demonstrate how the team:
- i. Promoted Equity by **Improved perception** among key stakeholders.
 - ii. Influenced/Implemented **Change** by describing outcomes.
 - iii. Taught others by describing how effective quality improvement and/or community programming **reduced gaps**.
- d. ☐ Include pictures and stakeholder comments in your on-line submission.

6. **Personal Statement (not required for DAISY team Application)**

- a. ☐ Include a personal statement of a maximum of 500 words that communicates to the reviewer the gist of your high-level eligibility for the award of excellence within your category.
- b. ☐ **LABEL** this portion of your application with the heading “*Section 2: Personal Statement*”, convert to pdf format and save the file.
- c. ☐ Copy and paste this pdf statement into your “Master application file”.

7. **Statement of endorsement from your sponsor.**

- a. ☐ Work with your sponsor to construct a statement in 350 words max that illustrates (with specific examples) your high-level eligibility (i.e. sustained involvement with PNAA and/or category relevant professional organizations) for the award of excellence. Avoid simply listing contributions and recognitions.
- b. ☐ **LABEL** this section of your application “*Section 3: Statement of Endorsement*”, convert to pdf format and save the file.
- c. ☐ Copy and paste this statement into your “Master application file”.

8. **Contributions 40 points: (see Working definition & examples in Attachment #1. Not required for DAISY team Application)**

- a. ☐ Gather your chosen examples of contributions made within the specific timeframe stated in the criteria for your award category.
- b. ☐ Scan and save into a SINGLE PDF file ALL CONTRIBUTION relevant items.
- c. ☐ **LABEL** this section of your application “*Section 4: Contributions*”.
- d. ☐ Copy and paste this pdf collection of documents into your “Master application file”.

NOTE: The Awards Committee cannot provide exhaustive examples of types of contribution documentation. Please **consult with your sponsor** about what to include in your application that highlights you as an exceedingly competitive applicant.

9. **Recognition 30 points: (see working definition & examples in Attachment #1. Not required for DAISY team Application)**

- a. ☐ Gather your chosen exemplars of recognition received within the specific timeframe stated in the criteria for your award. Nominations for recognition awards in lieu of actual recognition are acceptable forms of recognition.

NOTE: BLS, ACLS, PALS, etc. are **NOT** acceptable documentation of recognition because they are certifications necessary to maintain your nursing license and position.

- b. ☐ Scan and save into a SINGLE PDF file ALL recognition relevant documents.
- c. ☐ **LABEL** this section of your application “*Section 5: Recognition*”.
- d. ☐ Copy and paste this pdf collection of documents into your “Master application file”.

NOTE: The Awards Committee cannot provide exhaustive examples of types of recognition documentation. Please **consult with your sponsor** about what to include in your application that highlights you as an exceedingly competitive applicant.

10. **Ongoing Education 20 points: (Refer to score sheet. Not required for DAISY team Application):**

- a. ☐ Gather and scan relevant continuing education documents within the specific timeframe stated in the criteria for your chosen award category.
- b. ☐ Add up the TOTAL NUMBER of contact hours within the last two years you wish considered and include this number in your application.

Instead of submitting all contact hours certificates for reviewers to tally, please **create a table** that lists:

- i. Topic/title of CE offering
- ii. Date and place of CE offering.
- iii. Total Number of contact hours completed (minimum 20 hours).

- c. ☐ **LABEL** this section of your application “*Section 6: Ongoing Education*”.
- d. ☐ Copy and paste this pdf collection of continuing education information into your “Master application file”.

11. FINAL STEPS

- a. ☐ Combine all the files within your “master application file” into one (1) pdf file.
- b. ☐ **LABEL** this pdf file using this naming scheme: last name.first name_the award category. date of submission in day-month-year.
- c. ☐ Using the specific Google Form link provided for your award category, upload one (1) complete file containing all the required material into the Google Form platform/site.
- d. ☐ Within the Google form you will be requested to attest to the following:
Attestation: I attest that the information in this application is true to the best of my knowledge and give permission for said facts to be verified or used for publication, and consent to photograph use.
Attestation: “It is my understanding, per Awards Committee P &P, that I should be present to accept the award during the Gala Night, PNAA National Convention.”
- e. ☐ After you click the **SUBMIT** button, **do not refresh, or click the back button. If you do, you will LOSE YOUR submission** and you will have to re-start the upload process. Depending on your internet connection, it may take several minutes for the online form to be submitted. **BE PATIENT!**
- f. ☐ You know you have successfully completed the online application when you see a message like the one below.



- g. You will also receive confirmation at the email address you provided (specifically Gmail) on the online application. This is the same email where you will be contacted about the outcome of your application.

ACCESS GOOGLE APPLICATION FORM VIA THE APPLICABLE LINK

FOR BEST RESULTS, copy and paste the complete URL/link into a fresh internet browser.

REMEMBER THE DEADLINE IS MIDNIGHT IN YOUR SPECIFIC TIME ZONE

QUESTIONS??

Email PNAA Excellence Awards Chair at pnaa.awardscommittee@gmail.com

or

Co-chair leliwp@gmail.com

- A. **PNAA 2024 Application for National Excellence Achievement Award: All Categories**

<https://forms.gle/tpTxCQZ8d4Jbhws5>

- B. **PNAA 2024 Application for National Excellence Achievement Award: The DAISY Nurse Award for Advancing Health Equity - Team Award**

<https://forms.gle/ivpbNeeg9MUXU8tt7>

**ATTACHMENT #5 (POLICY 6.1)****SAMPLE AWARDS COMMITTEE TIMELINE**

Date	Activity
February 1	Application Opens (over 10 weeks per P&P)
February 12	Online Coaching Session
February 19	Online Coaching Session
February 26	Online Coaching Session
March 4	Online Coaching Session
March 11	Online Coaching Session
March 18	Online Coaching Session
March 25	Online Coaching Session
April 1	Online Coaching Session
April 8	Online Coaching Session
April 11	Application Closes (14 weeks before the Annual Convention per P&P)
April 12 to April 24	Committee Chair reviews application (2 weeks per P&P)
April 25 to May 9	Committee Members review eligible applications individually and meet per assigned group based on categories (2 weeks per P&P)
May 13	Committee Members present their group scores, and the committee finalizes awardees
May 15	Committee Chair presents list awardees to EB for approval
May 17 to May 24	Committee Chair sends email notification to awardees and Daisy Foundation
May 25 to June 21	Announcement and purchasing of medals/plaques
July 18 to July 21	PNAA National Convention

Procedure Overview from page 2

1. Fourteen (14) weeks before the annual National Convention: Application Deadline.
2. Eight to Ten (8 to 10) weeks before the annual National Convention: Distribution of applicant materials to the committee for review.
3. Eight (8) weeks before the National Convention: PNAA EB approval of recommended Awardees.
4. Six (6) weeks before the annual National Convention: Award Recipients Notified.