

2017 PNAA NURSING EXCELLENCE AWARDS TIMELINE
PNAA National Convention – July 23-29, 2017
Ocean of the Seas Caribbean Cruise - hosted by PNA Central Florida

Procedure/ Timeline Requirement	Action Items	Date Due (on or before)
Prior to publishing the search for Nomination	Committee will discuss via conference call/e-mail to review selection criteria/process.	November 14,2016
8 months prior to convention	Publicize search for outstanding Filipino- American Nurses nationwide through PNAA approved media, newsletters or PNAA website. Awards Nomination Forms will be sent to PNAA Secretary to be sent to the RVPs and COPRR to disseminate to the local chapters. * No Self – nominations and nominees must a PNAA member for at least 1 year	Publicize: 11/16/2016 Submit to Secretary: 11/21/2016
Deadline for all Nominations	Nominations and supporting documents must be received on this date. Documents need to be uploaded to a USB	Jan.27,2017@ 11:59 PST
1 week after deadline submission date	Committee chair will review all nominations and supporting documents to ensure completion.	February 3,2017
Committee Members review	Each committee member will electronically receive the following from the Committee Chair: Submitted nominations and supporting documents of all nominees, the selection criteria and the scoring sheets Awards Committee members will review documents within 10 days and send completed scoring sheets to Grace Diaz Font @ gfontrn@sbcglobal.net	February 10,2017 February 20, 2017
5 months prior to the Annual Convention (to allow enough time for winners to make arrangements to join the cruise)	Awards Committee will discuss through teleconference call all nominations and completed scores. Winners will be determined at the end of the conference call, Note: To be considered as a potential awardee, the applicant must have at least 90 points.	February 23,2017
Approval Process	Award Committee Chair will submit the winners to the President and Executive Board and request to approve the winners through electronic voting.	February 24,2017
	President/Executive Board will notify Awards Committee on the approval of the Nursing Excellence Awardees	March 03,2017
	Chair notifies all nominees the results of the selection process	March 06,2017
	Chair / Designee orders the plaques and medallion	June 05.2017

2016-2018 PNAA Nursing Excellence Awards Committee:

- Grace Diaz Font , Chairman (SCR) gfontrn@sbcglobal.net
- Majuvy Sulse, Vice Chair (Eastern Region) majuv77@hotmail.com
- Sahlee Manongdo , Regional Representative (Eastern Region) manongdo28@gmail.com
- Manelita Dayon, Regional Representative (Northern Region) manelday@yahoo.com
- Jose Samson, Regional Representative (Western Region) – josam68@yahoo.com
- Shela Ecobiza, Regional Representative (SCR) see.lilsis@gmail.com
- Pam Windle, Advisor (SCR) pwindle@stlukeshealth.org