



2023 Instructions for PNAA Nurse Excellence Awards

2023 National Excellence Achievement Awards Description: (from Policy 6.1)

PNAA National Excellence Achievement Awards will be given out to selected awardees every year during the PNAA Annual Convention in the following categories:

- a. Clinical Staff Nurse
- b. Nurse Administration
- 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

Call for Nominations:

- Award candidates are invited to submit applications that address the criteria of their chosen award category.
- Submission **Deadline midnight EST May 1, 2023**
- The PNAA National Excellence Achievement Awards are presented to the recipients at the Annual **PNAA National Convention July 16-23, 2023. Recipients must be present to receive award.**

ELIGIBILITY CRITERIA

From (Policy 6.1)

PHILIPPINE NURSES ASSOCIATION OF AMERICA CRITERIA FOR NATIONAL EXCELLENCE AWARDS

Category I: Clinical (Staff) Nurse (Refer to scoring rubric within Policy and Procedure) Nominee must:

- A. Be an active paid PNAA member and the affiliate chapter for at least two (2) years and in good standing.
- B. Be a current U.S. licensed nurse practicing in the role of clinical staff nurse a minimum of two (2) years.
- C. Provide evidence of significant contributions to the practice of nursing as a generalist nurse within the last two (2) years.
- D. Be publicly recognized by a professional organization and/or PNAA for meritorious contributions as a generalist nurse within the last two (2) years.

- E. Maintain current practice through education (formal or contact hours) pertinent to the clinical (staff) nurse role.

Category II: Nurse Administrator/Manager (Refer to scoring rubric within policy and procedure)

Nominee must:

- A. Be an active paid PNAA member and the affiliate chapter for at least two (2) years and in good standing.
- B. Be a current U. S. licensed nurse practicing in the role of nurse administrator, director, or manager for at least two (2) years.
- C. Provide evidence within the last 10 years of innovative, impactful leadership in any healthcare setting (i.e., acute, chronic, ambulatory, community, or long-term care) within the last five (5) years.
- D. Be publicly recognized for significant contributions to nursing leadership/management and/or PNAA within the last ten (10) years.
- E. Maintain current in role through education (formal or contact hours) directly related/relevant to the nurse administrator/manager role.

Category III: Nurse Researcher/Scientist (Refer to scoring rubric within Policy and Procedure)

Nominee must:

- A. Be an active paid PNAA member and the affiliate chapter for at least two (2) years and in good standing.
- B. Be a current U.S. licensed nurse practicing nurse in the role of nurse researcher (individual or team) for the last five (5) years.
- C. Provide evidence (i.e., study or manuscript abstract) of their role as a principal or co-investigator of a completed research study or evidence-based project in a health care setting within the last ten (10) years.
- D. Be publicly recognized for significant contributions through research to the practice of nursing and/or PNAA within the last ten (10) years.
- E. Maintain current in role through education (formal or contact hours) directly related/relevant to the nurse researcher/scientist role.

Category IV: Nurse Educator (Refer to scoring rubric within Policy and Procedure)

Nominee must:

- A. Be an active paid PNAA member and the affiliate chapter for at least two (2) years and in good standing.
- B. Be a current U. S. licensed nurse educator/faculty affiliated with a School or College of Nursing or practices in an in-service/continuing education role for the last two (2) years.
- C. Provide evidence (i.e., curriculum development, teaching plan, Awards of teaching and learning project) of their role as nurse educator within the last five (5) years.
- D. Be publicly recognized for significant contributions through nursing education to the practice of nursing and/or PNAA within the last ten (10) years.
- E. Maintain current practice through education (formal or contact hours) directly related/relevant to the nurse educator role.

Category V: Community & Population Health Nurse (Refer to scoring rubric within Policy and Procedure)

Nominee must:

- A. Be an active paid PNAA member and the affiliate chapter for at least two (2) years and in good standing.
- B. Be a current practicing U.S. licensed community and population health nurse for at least two (2) years.
- C. Provide evidence (i.e., president/chairperson/project leader of at least one (1) established professional nursing, civic, or community organization) in their role as community and population health nurse within the last five (5) years.
- D. Be publicly recognized for significant contributions through community and population health nursing on the image and quality of life for the Filipino community at large to the profession and/or PNAA within the last ten (10) years.
- E. Maintain current practice through education (formal or contact hours) directly related/relevant to the community and population health nurse role.

Category VI: Nurse Entrepreneur (Refer to scoring rubric within Policy and Procedure)

Nominee must:

- A. Be an active paid PNAA member and the affiliate chapter for at least two (2) years and in good standing.
- B. Be a current practicing U.S. licensed nurse entrepreneur engaged in a health-related enterprise for at least two (2) years.
- C. Provide evidence (i.e., Business model for legal nurse consultant, wellness coach, nurse staffing, nurse blogger/free-lance writer) in their role as nurse entrepreneur within the last five (5) years.
- D. Be publicly recognized for significant contribution to the professional and personal growth and socioeconomic well-being of person(s) and/or PNAA directly related/relevant to the nurse entrepreneur role within the last ten (10) years.
- E. Maintain current practice through education (formal or contact hours) directly related/relevant to the nurse entrepreneur role.

Category VII: Advanced Practice Registered Nurse (APRN) (Refer to scoring rubric within Policy and Procedure)

Nominee must:

- A. Be an active paid PNAA member and the affiliate chapter for at least two (2) years and in good standing.
- B. Be a current U.S. licensed and 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 Midwives (CNM) for at least two (2) years.
- C. Provide evidence (i.e., Practice Guidelines, Care Protocols) of significant contribution through evidence-based development of innovative ideas and programs to improve patient care access and diagnosis, nursing practice, health promotion and disease prevention in their APRN role within the last five (5) years.
- D. Be publicly recognized for significant contribution to the practice of Advanced Practice

Clinical Nursing and persons served and/or PNAA directly related/relevant to the APRN role within the last ten (10) years.

- E. Maintain current practice through education (formal or contact hours) directly related/relevant the APRN role.

Category VIII: Nurse Informaticist (Refer to scoring rubric within Policy and Procedure)

Nominee must:

- A. Be an active paid PNAA member and the affiliate chapter for at least two (2) years and in good standing.
- B. Be a current U.S. licensed practicing nurse informaticist or nurse informatics leaders within a non-nursing health care organization for at least two (2) years.
- C. Provide evidence (i.e., clinical system development, implementation and/or optimization of patients/consumers and/or uniquely applied clinical systems tools and techniques impacting clinician workflow/productivity) of significant contribution to health-care systems within the last ten (5) years.
- D. Be publicly recognized for significant contributions to the practice of nursing informatics and/or PNAA within the last ten (10) years.
- E. Maintain current practice through education (formal or contact hours) directly related/relevant to the nurse informaticist role.

Category IX: The DAISY Nurse Award for Advancing Health Equity - Team Award (Refer to scoring rubric within Policy and Procedure)

Nominated Team must:

- A. Be active paid PNAA members and the affiliate chapter and in good standing.
- B. Collaborate with a designated team leader or a chapter leader in community health initiatives to advance health equity.
- C. Be comprised of a minimum of five (5)-chapter members (may include chapter officers)
- D. Function as role models of collaboration and teamwork during community health initiatives as evidenced by submitted community nominations.
- E. Create initiatives in the community promoting health equity that address social determinants of health (i.e., economic stability, education access and quality, health care access and quality, neighborhood and build environment, social and community context)
- F. Demonstrate a culture of compassion, trust, respect, stewardship, professionalism, integrity, and excellence with the target community and/or population as evidenced by submitted community nominations.

INFORMATION FOR ON-LINE APPLICATION PROCESS (AKA "Checklist" A)

1. Current members may apply for the National Excellence Achievement Awards each year
 - a. **Note:** May apply to a different Category three (3) years after the date of any previous PNAA Nurse Excellence award acceptance.
2. The application for the PNAA Awards is online **ONLY** through **Google Forms**.
3. To bring some ease to the process, please read the instructions below when completing the application.
4. ☐ The deadline for submitting applications is **MONDAY MAY 1, 2023, at these times:**
 - a. 6:00 p.m. Hawaii Time
 - b. 9:00 p.m. Pacific Time
 - c. 10:00 p.m. Mountain Time
 - d. 11:00 p.m. Central Time
 - e. 1200 Midnight Eastern Time
5. **Note:** After the deadline listed above, Google Forms STOPS ACCEPTING applications. The Awards Committee only accepts applications that are date-and time-stamped by Google Forms on or before the deadline.
If you are in the middle of completing the online application and are past the deadline (date and time), you will not be able to submit your application. It is highly advised to apply early; and not wait until the last minute. AND to attend scheduled coaching/working zoom sessions for applicants (contact your chapter president and/or RVP for further information)
6. The Awards Committee is **NOT** responsible for late submissions or inability of applicants to submit through Google Forms due to issues with Wi-Fi, internet, Google software (e.g., the system is down), etc.
7. ☐ **ONLY** documents with clear texts/images will be reviewed. Any documents deemed unreadable, blurry, distorted, etc., by the Awards Committee, will **NOT** be reviewed.
8. ☐ **To promote consistency and equal opportunity,**
 - a. **ONLY** applications submitted via the **official Google Forms platform** are reviewed. All other form of submission (e.g., postal mail, email, hand delivery, printed/texted copies etc.) are ineligible for review.
 - b. Additionally, the **years/time frames within category** criteria are provided to help the awards committee **determine currency of nursing practice. It is NOT** intended to **put a limit** on eligible years of nursing practice for the application. Often the question arises, "What does it mean in APRN role/award category when it asks for evidence of contribution within five (5) years and evidence of recognition within ten (10) years? (See individual category criteria for specific practice years.

This criterion means that a nurse who provides evidence in their application of **contribution** after at least 1 year into their nursing practice within the last five (5) years of application **AND** evidence of **recognition** at least 1 year into their nursing practice within the last ten (10) years will be reviewed favorably.

c. **Working Definitions:**

CONTRIBUTION: What YOU, as the applicant, have given/offered to the DISCIPLINE/FIELD of nursing. For example, articles, practice guidelines, and volunteer time in professional nursing roles locally or nationally.

RECOGNITION: What OTHERS have noted/acknowledged/endorsed about what YOU have given/offered to the PRACTICE/METHOD/TRADITION of nursing. For example, local or national award (s), new/renewed certification by a professional nursing organization, promotion/advancement in your nursing role.

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

(5 points membership, 5 points licensed RN, 40 points contribution, 30 points recognition, 20 points education for total possible of 100).

9. If selected as one of the recipients of the PNAA Excellence Nursing Awards, each recipient will receive a **letter of notification** from the Awards Committee Chair **no later than June 1**.
10. ☐ Award **recipients must be present** during the Awards Ceremony at the PNAA National Convention to receive the award.

INSTRUCTIONS FOR ON-LINE GOOGLE FORM SUBMISSION (Checklist B)

1. Application occurs through **Google Forms platform**. This requires that you log in to your Google account (e.g., Gmail) to complete the application form. **If you do not have an existing Google account, PLEASE CREATE one before accessing Google 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. ☐ **One (1) PDF file of your COMPLETE application will be uploaded.**
 - 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 naming format:
 - last name, followed by your first name, the award category, and date of submission
Example: Angel.Ocampo_clinicalstaffnurse.day-month-year
 - We recommended 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.

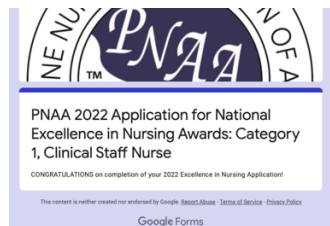
3. ☐ **Email Address:**
Provide the email address where you want to be contacted about the outcome of your application. Preferably the "new" or existing Gmail email you use for this application.
4. ☐ **Your Photo:**
- Dress is business attire for your photo. Failure to comply with this requirement could result in disqualification. *DAISY team award, submit one team photo.*
 - Save your photo as a JPEG file following the naming format your.name_awardcategory. (i.e., nurse researcher) date of submission
 - Sign the Photo Release Consent within the online application in Google Forms.
5. **DAISY team award applicants:** Follow prompts within on-line application.
- ☐ Name your team. We recommend it be descriptive of your team project.
 - ☐ Include nominator endorsement of how well the team demonstrated the criteria.
 - ☐ Identify the health determinant(s) focus for your project from the following: economic stability; education access and quality; health care access and Quality; neighborhood and built environment; Social and Community context.
 - ☐ Within your focus of health determinant(s) describe the **OUTCOME(S)** that demonstrate how the team (see criteria):
 - Promoted Equity by *Improved perception* among key stakeholders
 - Influenced/Implemented *Change* by describing outcomes.
 - Taught others by describing how effective quality improvement and/or community programming *reduced gaps*.
 - ☐ Feel free to include pictures and/or stakeholder comments in your write up.
6. **Personal Statement section of application: (not required for DAISY team Application)**
- ☐ The 500-word statement should address the quality, breadth, and depth of your professional persona relevant to the award category. Answer the question *"To what degree do my contributions AND recognitions make me highly eligible for the award I am applying for?"*
 - ☐ **LABEL** this portion of your application with the heading "Personal Statement" and save file.
 - ☐ **Nominator Statement section of application:**
Nominators work with the applicant to construct a 350 word or less statement that is a brief focused summary describing the degree to which the nominee/applicant, achieved the criteria for the category. Nominators should include a brief example of sustained and/or potential sustained involvement with PNAA and/or Affiliate chapters. Avoid simply listing contributions and recognitions. These are included in the applicants' submission. Nominators should answer the question *"To what degree has the applicant demonstrated, via evidence of contributions and recognition, (see definitions above) that they are highly eligible for the award they have applied for?"*
 - LABEL** this section of your application "Nominator Statement" and save the file.

7. **Contribution Section of your application (40 points):** What **YOU** have given/imparted to your nursing practice/ discipline of nursing. **(Not required for DAISY team Application)**
- ☐ Gather your chosen exemplars of contributions made within the specific timeframe stated in the criteria for your award category.
 - ☐ Scan and save into a SINGLE PDF file ALL CONTRIBUTION relevant items to verify your nursing contributions in your chosen award category (i.e., articles in peer-reviewed journals, chapters in reference books/textbooks, posters presented, and newsletters written for a professional organization, hospital/unit, Inside PNAA, etc.).
 - ☐ Then copy and paste this pdf collection of documents as evidence, into your "Master application file". LABEL
 - ☐ **LABEL** this section of your application "Contributions".
 - NOTE:** The Awards Committee cannot provide exhaustive examples of types of contribution documentation. Please **consult with your nominator** about what to include in your application as evidence of contributions that accentuates how you meet the criteria that positions you as a highly competitive applicant in your chosen award category.
8. **Recognition section of your application (30 points):** What **OTHERS** have noted/acknowledged/endorsed about what you have given/imparted to your nursing practice/discipline of nursing. **(Not required for DAISY team Application)**
- ☐ Gather and submit your chosen exemplars of current recognition relevant to the award category (see specific timeframe within the criteria) i.e., certificates for WOCN, CNE, OCN, APRN-BC, letters of recognition, promotion. 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 in a particular role. They are not what OTHERS note as exemplary about your work as a nurse.
 - ☐ Scan and save into a SINGLE PDF file ALL documents of recognition such as certificates of award/recognition or any form of document that verifies how OTHERS have endorsed your nursing achievements specific to your chosen award category.
 - Then copy and paste this pdf collection of recognition documents into your "Master application file".
 - ☐ **LABEL** this section of your application "Recognition"
 - NOTE:** The Awards Committee cannot provide exhaustive examples of types of recognition documentation. Please **consult with your nominator** about what to include in your application as evidence of recognition that accentuates how you meet the criteria that positions you as a highly competitive applicant in your chosen award category.
9. **Continuing Education section of your application (20 points) (not required for DAISY team Application):**
- ☐ Gather and scan relevant continuing education documents within the specific timeframe stated in the criteria for your chosen award category (i.e., evidence of completed contact hours, course units with grade, recent degree diploma).

- b. ☐ Add up the TOTAL NUMBER of contact hours you wish considered and include this number in your application.
Rather than submitting all contact hours certificates, **create a table** that lists
- Topic/title of offering
 - Date and place of offering
 - Total Number of contact hours completed (minimum 20 hours).
- c. ☐ **LABEL** this section of your application "Ongoing education"
- d. ☐ Then copy and paste this pdf collection of continuing education information into your "Master application file".

10. Confirmation of Information and submission:

- You will be required, in the on-line application, to attest that the information you provide/submit is true to the best of your knowledge.
- After you click the **SUBMIT** button, **do not refresh, do not click the back button, or close your browser: you will LOSE YOUR ENTRIES** and you will have to re-start the online application process. Depending on your internet connection, it may take several minutes for the online form to be submitted. **BE PATIENT!**
- You know you have successfully completed the online application when you see a message like the one below.



- You will also receive a confirmation at the email address you provided on the online application. This is the same email where you will be contacted of the outcome of your application.

**FOR DETAILED SCORE SHEET REFER TO
Attachment 4 of POLICY 6.1 located on PNAA Website**

**ACCESS GOOGLE APPLICATION FORM VIA THE INDIVIDUAL LINKS FOR EACH
AWARD CATEGORY ON THE NEXT PAGE**

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

REMEMBER THE DEADLINE IS MONDAY MAY 1, 2023, MIDNIGHT EST
See info within Check list A above for your specific time zone

- A. **Clinical Staff Nurse**
<https://forms.gle/VeuPJCPQWeGQYdPXA>
- B. **Nurse Administrator**
<https://forms.gle/5D38Ju86xEuNQTi2A>
- C. **Nurse Researcher/Scientist**
<https://forms.gle/BKXHhDcpfFWGkD7L9>
- D. **Nurse Educator**
<https://forms.gle/7UCuHyEv7GZa2ihU6>
- E. **Community and Population Health Nurse**
<https://forms.gle/84eucLF1CHGHUpfy6>
- F. **Nurse Entrepreneur**
<https://forms.gle/PxxCDZTQS8mQ7DcL7>
- G. **Advanced Practice Registered Nurse**
<https://forms.gle/Unwk8og4ZtnqsX9q8>
- H. **Nurse Informaticist**
<https://forms.gle/y2Zmictuuexe7i3y8>
- I. **The DAISY Nurse Award for Advancing Health Equity - Team Award**
<https://forms.gle/5ipBxrA4DLpZ6h5G8>

QUESTIONS??

Email Jet Zabala, PNAA Excellence Awards Chair at jetczabala@gmail.com

or

Dr. Leli Pedro Drake, co-chair at leliwp@gmail.com
