

	American Pediatric Surgical Nurses Association Inc. <i>Safety and Excellence in the Surgical Care of Children</i>	
	POLICY AND PROCEDURE	
PAGE: 1 of 2	REPLACES POLICY DATED: September 30, 2014	
EFFECTIVE DATE: November 1, 2015	APPROVED BY: APSNA BOD 2023-2024	
NEXT REVISION: October, 2026		
POLICY DESCRIPTION: Awards Policy		
REVIEWED:	REVISION: 12/14, 11/16, 4/17, 2/20, 10/23	

STATEMENT OF POLICY: This policy addresses the application criteria and selection process for the Founders Award, the Spotlight Award, the Champion Award, and the Innovation Award given by the American Pediatric Surgical Nurses Association, Inc. (APSNA).

Purpose: The purpose of the APSNA awards is to recognize specific individuals who have made a significant contribution to APSNA with regard to the mission, vision, and values of the association.

I. Awards Defined:

- A. Founders Award: The purpose of the Founders Award is to recognize an individual’s significant contributions to the advancement of the care of pediatric surgical patients and exemplary service to the APSNA organization.
- B. Spotlight Award: The purpose of the Spotlight Award is to recognize any APSNA member who demonstrates involvement in pediatric surgery above and beyond the usual job expectations.
- C. Champion Award: The purpose of the Champion Award is for the APSNA Board of Directors to honor an individual(s) who support(s) and promote(s) APSNA members in their pursuit of the organizational strategic vision.
- D. Innovation Award: The purpose of the APSNA Innovation Award is to recognize, encourage and disseminate novel ideas that can impact professional nursing practice. These may include new techniques, therapies, devices or processes that demonstrate potential to significantly improve the treatment of pediatric surgical patients.

II. Eligibility Criteria:

- A. The Founders Award: Must be a registered nurse or an advanced practice nurse and a current APSNA member in good standing for at least one year. APSNA contributions enhance the nomination (see scoring tool).
- B. Spotlight Award: Must be a current APSNA member in good standing for at least one year. May be a staff nurse, perioperative nurse, specialty nurse, nurse manager, advanced practice nurse or a physician assistant. Any professional colleague may initiate the nomination process.
- C. Champion Award: Is a non-member of APSNA. Is not employed by APSNA. Nomination criteria activities may include but are not limited to APSNA advocacy, supporting APSNA members seeking leadership opportunities within the organization, promoting APSNA as a leader in high quality pediatric surgical nursing resources, and supporting efforts to strengthen APSNA membership recruitment/retention.
- A. Innovation Award: Must be a current APSNA member in good standing for at least one year.

III. Recipients of the APSNA Innovation Award agree to:

- A. Sign a [letter of agreement](#) before funds are dispersed, which further delineates grantee

responsibilities.

B. Maintain APSNA membership for one year after completion of project/fund allocation.

IV. Application Guidelines:

A. An online application will be submitted for all award nominations.

B. All required application elements will be turned in by the due date.

C. Founders Award Application Guidelines:

1. The nominator will be a professional peer.

2. The nominator will submit at least one letter of support using the scoring criteria to guide the letter of support and highlights APSNA contributions

3. The nominator is encouraged to gather significant supportive data regarding the nominee's clinical practice and professional accomplishments with additional letters of support. Activities for which an individual may be nominated may include but are not limited to clinical expertise, research, authorship, mentorship, teaching, program development or professional leadership.

4. The Awards Chair contacts the nominee of the nomination, and requests a recent copy of their curriculum vitae. The nominee is advised that the scoring criteria will be used to award the Founders Award.

D. Spotlight Award Application Guidelines:

1. The nominator must provide name of nominee and contact information.

2. Nominator will send supportive statement regarding the nominee's practice.

3. Nominator will provide their name, institution, job title and contact information

E. Champion Award Application Guidelines:

1. The nominator will submit a letter of support (using the following criteria) which includes the nominee's contact information.

2. Nominator will provide their name, institution, job title and contact information

F. Innovation Award Application Guidelines:

1. Read and sign the conflict of interest disclosure (included in the online application form).

2. The submission will be titled and a summary provided that demonstrates that the innovation:

a. Is a catalyst for change within the institution, division, disciplines, or department,

b. Involves teams when possible (e.g., across programs, divisions, disciplines)

c. Demonstrates potential for advancement of professional pediatric surgical nursing.

d. Has the potential for replication and dissemination.

e. Is consistent with APSNA's mission and vision.

3. Additional Summary Requirements:

a. Verify that the project/activity is current (within 24 months).

b. Assure that the project/activity does not endorse a specific commercial product or company.

c. Document a summary of the innovative process, with outcomes achieved.

d. Develop and submit a formal abstract for the APSNA Annual Conference the following year via a short oral presentation.

V. Award Application Process: An application should be submitted in accordance with the eligibility criteria (See Appendices) and application guidelines as outlined for each specific award.

VI. Award Process

A. The award will be given to the applicant who best meets the award criteria and fulfills the application guidelines.

B. The APSNA Awards Chair will notify the recipient of selection. The Founders Award recipient and all other awardees will be announced at the Annual Conference during the Founders Award Ceremony; the Founders awardee will not be notified prior to the banquet.

C. The APSNA Treasurer will arrange transfer of awarded funds to the recipient if applicable.

- D. The award will be as follows:
1. Founders Award: Commemorative plaque
 2. Spotlight Award: \$100.00
 3. Champion Award: Commemorative plaque
 4. Innovation Award: \$500 and plaque

VII. Selection Process:

- A. Applications will be treated as privileged communications. Applicants and nominators will be blinded to all reviewers: name, place of employment, and any identifiers with the exception of the Champion nominee(s).

An APSNA committee will review Applications. In the event of a tie vote, the APSNA Executive Committee will review the applications and cast the deciding vote. If any member of the Executive Committee is a nominee, an awards committee made up of at least two previous Awards Chairs will be chosen to cast the deciding vote.

B. Review Committee by Award:

1. The Founder's Award selection committee will be a past Founders winner, a past president and a third reviewer. These committee members will not be current board members, and will be chosen before the Founder's Award application period opens.
2. The Awards Chair will select the Spotlight Award winner.
3. The Board of Directors will select the Champion Award winner.
4. The Awards Chair, the Director of Practice and Quality and a member at large will select the Innovation Award recipient.

Appendix

Founders Award - Scoring Tool

Instructions/Information:

1. Please use the candidate's curriculum vitae (CV) and/or biosketch and letters of support to score the candidate.
 - a. The nominator(s) has/have been advised to use the scoring tool to draft their letters of support.
 - b. The nominee(s) has/have been asked to submit the most recent copy of their CV and advised that the scoring criteria will be used to award the Founders Award.
2. Criteria 1a, b, and c (below) are three separate questions with three separate scores. Please do not add these three numbers. Please make sure that the answer is in points not years.
3. Please allow 2-3 hours per nominee to review.
4. The Awards Chair may request a group conference call with reviewers, after the tallies are done, if there is variability in the scoring.

To be completed by Awards Chair:

1. **Nominee Code** (name, place of employment and other identifiers have been blinded):
2. **Highest degree held:**
3. **List titles of nominators** (blinded):

Scoring Tool (To be completed by reviewers):

1. **Number of years in pediatric surgical nursing and pediatric nursing:**

Points

0-5 yrs.	= 1
6-10yrs.	= 2
11-15yrs	= 3
16-20 yrs.	= 4
21-25 yrs.	= 5
26-30 yrs.	= 6
>30yrs	= 7

- a. Total number of years in pediatric nursing (surgical or otherwise): Points
- b. Number of years in pediatric surgical nursing: Points
- c. Number of years in advanced practice for pediatric surgery: Points

2. **Professional Development:**

- a. Is involved in databased research pertaining to pediatric surgical populations. This may include grantsmanship activities. (1 point each). Points
- b. Has published articles or textbook chapters about pediatric surgical and /or pediatric surgical nursing topics in peer-reviewed journals. (1 point for primary or secondary author only). Points

- c. Is involved in advanced practice nurse role development such as precepting (nursing students, interprofessional staff (i.e., medical students, residents, fellows, social work, etc.) and/or faculty position (i.e., school of nursing, school of medicine, fellowship program). (1 point each). Points
- d. Develops and implements nursing protocols to optimize the care of pediatric surgical patients. (1 point each). Points
- e. Develops and implements patient education materials related to pediatric surgical conditions. (1 point each). Points
- f. Develops and implements programs or service lines for pediatric surgical patient populations. (1 point each). Points
- g. Is involved in continuing nursing and medical education as a presenter locally, nationally, or internationally. Organizational presentations that are part of the person's role do not count. (1 point each). Points

3. Nursing Leadership:

- a. Present/past leadership or service role in the local community and/or at the state level (i.e., appointed positions on hospital committees, local chapters, regional or state organizations), which is related to pediatric surgery. (1 point each). Points
- b. Present/past leadership or service role in the local community and/or at the state level (i.e., appointed positions on hospital committees, local chapters, regional or state organizations), which is related to nursing. (1 point each). Points
- c. Is currently a member of nursing organizations other than APSNA. (1 point each). Points
- d. Is involved in national nursing organizations other than APSNA on the committee or board level. (2 points for currently involved, 1 point for previously involved). Points

4. APSNA Involvement:

- a. Number of years as an APSNA member. (1 point each): Points
- b. Has been an active member of an APSNA committee. (2 points each year). Being the chair of a board position that has its own committee does not count. Points
- c. Has been an APSNA Board member. (2 points each year on the board). Points

- 5. **Honors and Awards:** Has been recognized for achievements with honors or awards. (1 point each).
Points

TOTAL POINTS:

Appendix B

APSNA Champion Nominee Template Form

Nominee Name:

Nominator:

Provide specific examples on how the nominee demonstrates advocacy for the APSNA mission and vision (align these to the [strategic direction of the organization](#)):

Provide specific examples of how the nominee supports APSNA members seeking leadership opportunities within the organization:

Provides specific examples of how the nominee promotes APSNA as a leader in high quality pediatric surgical nursing resources:

Provide specific examples of how the nominee supports efforts to strengthen recruitment and retention of members to APSNA

Appendix C

Innovation Award APPLICATION SUBMISSION CHECKLIST

- Application Form
- Conflict of Interest
- IRB Documentation, if applicable
- Budget
- Letter of Support
- Letter to Award Chair with required submission materials
- Membership Verified – Expiration Date Verified

Please grade on whether the application demonstrates that the innovation: (Leave blank if application does not address):

- Is a catalyst for change within the institution, division, disciplines, or department,
- Involves teams when possible (e.g., across programs, divisions, disciplines)
- Demonstrates potential for advancement of professional pediatric surgical nursing.
- Has the potential for replication and dissemination.
- Is consistent with APSNA's mission and vision.

Does the applicant:

- Verify that the project/activity is current (within 24 months).
- Assure that the project/activity does not endorse a specific commercial product or company.
- Document a summary of the innovative process, with outcomes achieved.

Comments – Awards Chair:

Comments – Review Committee Members: